

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
JANUARY 16 - 20, 2017**

**MONDAY, JANUARY 16, 2017**

*2:30 pm	Solid Waste Board	Port & Resource Recovery 2561 S. Broadway Room 604, City Hall 100 N. Jefferson Street
*3:30 pm	Housing Authority	Syble Hopp School 755 Scheuring Road
*3:30 pm	Children With Disabilities Education Board	

**TUESDAY, JANUARY 17, 2017**

*4:30 pm	Veterans Recognition Subcommittee	Room 201, Northern Building 305 E. Walnut Street
*5:00 pm	Board of Health (Rescheduled from January 10, 2017)	2 <sup>nd</sup> Floor Conference Rm., Health Dept. 610 S. Broadway Street

**WEDNESDAY, JANUARY 18, 2017**

*12:00 pm	Mental Health Treatment Ad Hoc Committee	Board Room A, Sophie Beaumont Bldg. 111 N. Jefferson Street
*5:30 pm	Facility Master Plan Subcommittee	Room 210, City Hall 100 N. Jefferson Street
<b>*6:00 pm</b>	<b>Brown County Board of Supervisors – Note Time</b>	<b>Legislative Room 203, City Hall 100 N. Jefferson Street</b>

**THURSDAY, JANUARY 19, 2017**

*5:15 pm	Library Board	Central Library 515 Pine Street
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**FRIDAY, JANUARY 20, 2017**

**(No Meetings)**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PUBLIC NOTICE  
BROWN COUNTY SOLID WASTE BOARD**

**Monday, January 16<sup>th</sup> – 2:30 pm**

Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda – *Request for Approval*
4. Approval/Modification – November 21<sup>st</sup>, 2016 Meeting Minutes – *Request for Approval*
5. Announcements/Communications
6. MRF Space Lease with Pioneer Metal Finishing – *Request For Approval*
7. Wetland Mitigation Bank Analysis on County-owned Property in Town of Holland – *Update*
8. Sale Consideration of County-owned Property in Town of Holland - *Update*
9. Director's Report
10. Such other Matters as Authorized by Law
11. Closed Session for deliberation and possible negotiations/action relating to the purchase of parcel HL-356 property in the Town of Holland.

*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*

12. Adjourn

Dean R. Haen  
Director

*Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, January 16, 2017, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the December 19, 2016, meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

2. Letter from HUD dated December 1, 2016, of approval of the BCHA Annual Plan for 2017.
3. Letter from HUD dated January 5, 2017, of approval of Conflict of Interest Waiver.
4. Accomplishment Summary for 2015-2016 from the Office of Public and Indian Housing.

**REPORTS:**

5. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
  - I. Quarterly Langan Denials report
  - J. Quarterly Active Cases Breakdown
  - K. Quarterly End of Participation
  - L. Quarterly Customer Service Satisfaction

**OLD BUSINESS:**

**NEW BUSINESS:**

6. Consideration with possible action regarding NeighborWorks® Green Bay's Annual Report on Project Based Vouchers.

**BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.
8. Consideration with possible action on acceptance of BCHA financial report.

**ADMINISTRATOR'S REPROT AND INFORMATIONAL**

9. Review of Priorities at Your PHA worksheet from Lead the Way training.
10. Discussion regarding 2017 joint meeting(s) of BCHA's and ICS's Boards.
11. Date of next meeting: February 20, 2017

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**  
**Monday, January 16, 2017 – 3:30PM**  
**Syble Hopp School**

1. Call to Order – 3:30 p.m. –
2. Action Item: Approval of December 5, 2016 Board Minutes  
RECOMMENDED MOTION: That the minutes from the December 5, 2017 Board meeting be approved.
3. Action Item: Approval of Agenda  
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
4. Action Item: Donations  
RECOMMENDED MOTION: That this month's donations be approved.
5. Action Item: Payment of Bills  
RECOMMENDED MOTION: That the payment of the bills be approved.
6. Action Item: Financial Report  
RECOMMENDED MOTION: That the financial report be accepted.
7. Action Item: School Calendar  
RECOMMENDED MOTION: That the school calendar for the 2017-18 school year be approved.
8. Action Item: Hiring of staff (.2 FTE Early Childhood Teacher and .2 FTE Early Childhood Aide, January 3, 2017- June 1, 2017)  
RECOMMENDED MOTION: That the hiring of Laurie Sukowaty (.2 FTE EC Teacher) and Denise Madison (.2 FTE EC Aide) at Altmayer Elementary School as recommended by administration be approved.
9. Action Item: The 2015-16 Audit Report  
RECOMMENDED MOTION: That the 2015-16 Audit Report conducted by Schenk and Associates be accepted.
10. Discussion Item: Administrators' Report
11. Discussion Item: Parent Organization Report
12. Discussion Item: Administrator Search Update
13. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Friday, January 13, 2017 so arrangements can be made."

# BOARD OF SUPERVISORS

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## **VETERANS SUBCOMMITTEE**

**Bernie Erickson, Chair**  
**Ed Koslowski, Vice Chair**  
Louise Dahlke, Jim Haskins,  
Delores Pierce, Duane Pierce,  
Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1778**

### **VETERANS' RECOGNITION SUBCOMMITTEE**

**Tuesday, January 17, 2017**

**4:30 pm**

**Room 200, Northern Building**

**305 E. Walnut Street**

**Green Bay, WI**

### **NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of December 21, 2016.
5. Budget Status Financial Reports for November 30, 2016.
6. Update re: Honor Rewards Program.
7. Update re: 2017 Veterans' Appreciation Day at the Brown County Fair.
8. Volunteer Center Presentation re: Veterans Helping Veterans.
9. Report from CVSO Jerry Polus.
10. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce & Witkowski).
11. Such Other Matters as Authorized by Law.
12. Adjourn.

**Bernie Erickson, Chair**

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY BOARD OF HEALTH**  
**~~TUESDAY, JANUARY 10, 2017~~**  
**\*\*\*\*RESCHEDULED FOR TUESDAY, JANUARY 17, 2017\*\*\*\***  
**5:00 PM**

Brown County Health and Human Services Department  
Public Health Division  
610 South Broadway Street  
Second Floor Conference Room  
Green Bay, WI 54303

**AGENDA**

1. Call to Order, Welcome, and Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of meeting of November 15, 2016
4. Comments from the Public
  - a. State name and address for the record
  - b. Comments will be limited to five minutes
  - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
5. Environmental Division update
6. Nursing Division update
  - a. Communicable Disease
  - b. Maternal Child Health
7. Request Authorization for Change to Flu Vaccine Fee Schedule Not Reflected in 2017 Approved Budget.
8. Executive Director's Report
9. Interim Health Officer's Report
10. Correspondences
11. Communications from Jim Crawford
  - a. If the board would like to continue to allow statements on wind turbines the Board should include an agenda item on Shirley Wind every meeting.
  - b. Review paper by Jerry Punch and Richard James handed out by Jim Vanden Boogart at the November 15, 2016 meeting and review letter from the state health officer and administrator handed out at the last meeting dated July 19, 2010.
12. All Other Business Authorized by Law
13. Annual Election of Board of Health Chairperson, Vice Chairperson per Chapter 35.01(5) of the Brown County Code of Ordinances
14. Adjournment / Next Meeting Schedule

**Board of Health members please RSVP attendance to Patti at 448-6405 no later than 4:30 PM Friday, January 6, 2017. Thank you!**

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.

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E-Mail: BC\_County\_Board@co.brown.wi.us

Guy Zima, Chairman

Erik Hoyer, Vice Chairman

### **MENTAL HEALTH TREATMENT COMMITTEE: AD HOC**

**Wednesday, January 18, 2017**

**12:00 p.m.**

**1<sup>st</sup> Floor Conference Room, Board Room A**

**Sophie Beaumont Building**

**111 N. Jefferson Street, Green Bay, Wisconsin**

- I. Call to Order.
  - II. Approve/Modify Agenda.
  - III. Approve/Modify Minutes of November 30, 2016.
- 
1. Report re: Sequential Intercept Mapping.
  2. Discussion, review and possible action: Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.
  3. Discussion, review and possible action: Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.
  4. Such other matters as authorized by law.

Guy Zima, Chair

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**FACILITY MASTER PLAN COMMITTEE**  
Richard Schadewald, Chairman

**FACILITY MASTER PLAN SUBCOMMITTEE**  
**Wednesday, January 18, 2017**  
**5:30 p.m.**  
**Room 210, Green Bay City Hall**  
**100 N. Jefferson Street, Green Bay, WI**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of September 21, 2016.
4. Discussion re: Procedures and processes going forward.
5. Such other matters as authorized by law.
6. Adjourn.

Richard Schadewald  
Chairman

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, January 18, 2017 at 6:00 p.m.** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON  
ANY ITEM ON THE AGENDA**

**\*\* PLEASE NOTE TIME \*\***

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

## **\*\* Presentations \*\***

**Commendation Honoring retired Syble Hopp School Administrator Barb Natelle**

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a. State name and address for the record.
  - b. Comments will be limited to five minutes.
  - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of December 21, 2016.**
4. **Announcements of Supervisors.**
5. **Communications:**
  - a. Late Communications.
  - b. Communication from Cathy Williquette Lindsay, former Register of Deeds.
6. **Appointments:**

**County Executive:**

  - a. Appointment of Douglas Martin to the Solid Waste Management Board.

7. **Reports by:**
  - a. County Executive.
  - b. County Board Chair.
8. **Other Reports: (None)**
9. **Standing Committee Reports:**

**a) Report of Administration Committee of January 4, 2017:**

1. Review minutes of:
  - a. Housing Authority (November 21, 2016). Receive and place on file.
2. Treasurer - Budget Status Financial Report for November 2016. Receive and place on file.
3. Treasurer - Discussion and possible action on the following tax deed parcels:
  - a. Closed session regarding agenda item parcel HB-855-3 to discuss any issues involving bargaining the potential sale of the above listed parcel (as provided by WI Statute 19.85) 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**PARCEL HB-855-3 (Hobart) at 973 HAVEN PLACE**  
*County cost = \$ 72,902.56 (TIP) + approx. \$ 7,700 - 2016 taxes\**  
 Special Assessment, Special Interest & Penalty due = \$ 26,775.73  
*\*The current assessed valuation of \$401,800 will result in a 2016 tax bill in the ballpark of \$ 7,700 due 1-31-2017 because the parcel was taxable on January 1, 2016.*  
To not put the parcel out to public auction at this time.
4. Technology Services - Budget Status Financial Report for November 2016. Receive and place on file.
5. Technology Services - Approval to extend MBM/Xerox's contract to 2020 (1 year extension from 2019) with the replacement of 44 current multi-function devices and/or printers in 2017. The cost/copy has not been increased since the contract inception. To approve.
6. Technology Services Monthly Report. Receive and place on file.
7. Child Support - Budget Status Financial Report for November 2016. Receive and place on file.
8. Child Support - Departmental Opening Summary. Receive and place on file.
9. Child Support - Director Summary for October and November 2016. Receive and place on file.
10. Human Resources - Budget Status Financial Report for November 2016. Receive and place on file.
11. Human Resources - Turnover Report. Receive and place on file.
12. Human Resources - Position Approval Lists for December 2016. To approve.
13. Human Resources - Review of Class and Comp Study. To hold for one month.
14. Human Resources - Human Resources Report. Receive and place on file.
15. Dept. of Admin - Budget Status Financial Report for November 2016. Receive and place on file.
16. Dept. of Admin - Departmental Opening Summary. Receive and place on file.
17. Dept. of Admin - 2016 Budget Adjustment Log. Receive and place on file.
18. Dept. of Admin - Director's Report. Receive and place on file.
19. County Clerk - Budget Status Financial Report for November 2016. Receive and place on file.
20. Audit of bills. To pay the bills.

**b) Report of Education & Recreation Committee of December 14, 2016:**

1. Review Minutes of:
  - a. Neville Public Museum Governing Board (November 14, 2016). Receive and place on file.
2. Museum - Museum Budget Status Financial Report for October 2016. Receive and place on file.
3. Museum - Museum Director's Report. Receive and place on file.
4. NEW Zoo - Budget Status Financial Report for October 2016. Receive and place on file.
5. NEW Zoo - Budget Adjustment Request (16-110): Any increase in expenses with an offsetting increase in revenue. To approve.

6. Zoo Director's Report and Zoo Monthly Activity Reports. Receive and place on file.
7. Park Mgmt. - Budget Status Financial Report for October 2016. Receive and place on file.
8. Park Mgmt. - November 2016 park attendance and field staff reports. Receive and place on file.
9. Park Mgmt. - Assistant Director's Report. Receive and place on file.
10. Library - Budget Adjustment Request (16-108): Reallocation between two or more departments, regardless of amount. To approve.
11. Library Employee Banked Sick Leave. Receive and place on file.
12. Library - Director's Report. Receive and place on file.
13. Library Report. No action taken.
14. Golf Course - Budget Status Financial Report for October 2016. Receive and place on file.
15. Resch Centre/Arena/Shopko Hall - Complex Attendance for November 2016. Receive and place on file.
16. Audit of bills. To pay the bills.

**c) Report of Executive Committee of January 9, 2017:**

1. Review Minutes of Brown County LEAN Steering Committee (November 3, 2016). Receive and place on file.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve.
3. Communication from Supervisors Sieber and Linssen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *July motions: To refer to Corporation Counsel to draft a policy re: violation of closed session confidentiality and identify possible penalties and bring back. Carried 5 to 2; Motion to refer the current complaint to the Ethics Board for review. Held until January. To refer to Corporation Counsel to put together an ordinance change to the ethics code re: specific language for closed sessions and penalties*
4. Brown County Financial Statement Results—Levy Funded Departments as of November 30, 2016. Receive and place on file.
5. Internal Auditor Report:
  - a. Board of Supervisors Budget Status Report – November 2016 (Unaudited). Receive and place on file.
  - b. Status Update: December 1 – December 31, 2016.
    - i. Receive and place on file.
    - ii. To have Public Works Director Paul Fontecchio give an update on their Purchasing Policy at the next Executive Committee meeting.
6. Human Resources Report. Receive and place on file.
7. County Executive Report. *No report, no action taken.*

**d) Report of Human Services Committee of January 5, 2017:**

1. Review Minutes of:
  - a. Aging & Disability Resource Center Board of Directors (September 22, 2016).
  - b. Board of Health (September 13, 2016).
  - c. Human Services Board (November 10 & December 8, 2016).
  - d. Mental Health Ad Hoc Committee (October 19, 2016).
  - e. Veterans' Recognition Subcommittee (October 18 & November 15, 2016).
    - i. Suspend the rules to take Items 1a – e together.
    - ii. To approve Items 1a – e.
2. Wind Turbine Update - Receive new information – Standing Item. *No action taken.*
3. Resolution Approving Funding to Provide Safe and Secure Transitional Housing in Brown County. To approve. See Resolutions & Ordinances.
4. Human Svc. Dept. - Update re: County policies re: visiting hours for relatives, court appointed guardians, and other professional services personnel at the Community Treatment Center. Receive and place on file.
5. Human Svc. Dept. - Budget Adjustment Request (16-112): Any increase in expenses with an offsetting increase in revenue. To approve.
- 5a Human Svc. Dept. - Budget Adjustment Request (16-116): Any allocation from a department's fund balance. To approve.

- 5b Human Svc. Dept. - Budget Adjustment Request (16-117): Any increase in expenses with an offsetting increase in revenue. To approve.
  - 5c Human Svc. Dept. - Budget Adjustment Request (17-03): Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. To approve.
  6. Human Svc. Dept. - Executive Director's Report. Receive and place on file.
  7. Human Svc. Dept. - Financial Report for Community Treatment Center and Community Programs. To approve.
  8. Human Svc. Dept. - Statistical Reports.
    - a. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
    - b. Child Protection - Child Abuse/Neglect Report.
    - c. Monthly Contract Update.
      - i. To suspend the rules to take Items 8a – c together.
      - ii. Receive and place on file Items 8a – c.
  9. Request for New Non-Continuous and Contract Providers and New Provider Contract. To approve.
  10. Audit of bills. To pay the bills.
- e) **Report of Planning, Development and Transportation Committee: No meeting, no report.**
- ei) **Report of Land Conservation Subcommittee: No meeting, no report.**
- f) **Report of Public Safety Committee of January 4, 2017:**
1. Review minutes of:
    - a. Criminal Justice Coordinating Board (October 13, 2016).
    - b. Local Emergency Planning Committee (November 15, 2016).  
Receive and place on file Items 1a & b.
  2. Communication from Supervisor Buckley re: Request that the Human Services Director attend the next Public Safety meeting to explain how an inmate escaped from the secure portion of the CTC Center. To hold for one month.
  3. Communication from Supervisor Schadewald re: This is my request for the committee to evaluate Montana Meth Project commercials for possible use as public service announcements in Brown County. To hold for one month.
  4. Communication from Supervisor Linssen re: Draft Resolution to State asking to increase penalties for 1<sup>st</sup> offense drunk driving to a criminal offense and increase penalties for subsequent offenses. To hold for one month.
  5. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for November 2016. Receive and place on file.
  6. Emergency Mgmt. - Budget Status Financial Report for November 2016. Receive and place on file.
  7. Emergency Mgmt. - Director's Report. Receive and place on file.
  8. Public Safety Communications - Budget Status Financial Report for November 2016. Receive and place on file.
  9. Public Safety Communications - Director's Report. Receive and place on file.
  10. Medical Examiner - Budget Status Financial Report for November 2016 (unaudited). Receive and place on file Items 10 and 11.
  11. Medical Examiner - Brown County Medical Examiner Activity Spreadsheet through 12/28/2016. *See action at Item 10 above.*
  12. Medical Examiner - Possible discussion regarding Door and Oconto county contracts. Receive and place on file.
  13. Medical Examiner's Report. Receive and place on file.
  14. District Attorney – Budget carryover requests. To hold for one month.
  15. District Attorney's Report. Receive and place on file.
  16. Clerk of Courts - Budget Status Financial Report for November 2016. *See action at Item 17 below.*
  17. Clerk of Court's Report. Receive and place on file Items 16 and 17.
  18. Sheriff - Budget Status Financial Report for November 2016. Receive and place on file.

19. Sheriff's Report. Receive and place on file.
20. Audit of bills. To pay the bills.

10. **Resolutions & Ordinances:**

**Budget Adjustments Requiring County Board Approval**

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

**Human Services Committee**

- b. Resolution Approving Funding to Provide Safe and Secure Transitional Housing in Brown County. Motion at Human Services: To approve.

**Land Conservation Subcommittee**

- c. Resolution re: Approval and Adoption of Brown County 2017-2026 Land and Water Resource Management Plan. Motion at September Land Con: To approve and forward to the January County Board

11. **Closed Sessions:**

a. **Administration Committee**

Discussion and possible action on the following tax deed parcels:  
Closed session regarding agenda item parcel HB-855-3 to discuss any issues involving bargaining the potential sale of the above listed parcel (as provided by WI Statute 19.85) 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**PARCEL HB-855-3 (Hobart) at 973 HAVEN PLACE**

*County cost = \$ 72,902.56 (TIP) + approx. \$ 7,700 - 2016 taxes\**

*Special Assessment, Special Interest & Penalty due = \$ 26,775.73*

*\*The current assessed valuation of \$401,800 will result in a 2016 tax bill in the ballpark of \$ 7,700 due 1-31-2017 because the parcel was taxable on January 1, 2016.*

*Referred back from December 21, 2016 County Board meeting.*

12. **Such other matter as authorized by law.**
13. **Bills over \$5,000 for period ending December 31, 2016.**
14. **Closing Roll Call.**
15. **Adjournment to Wednesday, February 15, 2017 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.**

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY  
515 PINE STREET GREEN BAY, WI 54301-5194

**BRIAN M. SIMONS**  
EXECUTIVE DIRECTOR

PHONE (920) 448-5810  
FAX (920) 448-4364

Simons\_BM@co.brown.wi.us  
www.browncountylibrary.org

*"Connecting people, ideas, and community."*

## **BROWN COUNTY LIBRARY BOARD**

**Central Library**

**515 Pine Street, downtown Green Bay, WI**

**Thursday, January 19, 2017**

**5:15 p.m.**

### **AGENDA**

1. Call to Order
2. Approve Agenda and Minutes
3. Communications and Open Forum for the Public
4. Annual Election of Officers
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Financial Secretary
5. Library Business
  - a. Financial Manager's Report, Bills and Donations
6. Facilities
  - a. Facilities Manager's Report
  - b. Update on East Branch Facility Feasibility Study
  - c. Discuss Interest in Partnership With GBAPS District
  - d. Discussion and Possible Action Regarding an Ashwaubenon Mixed-Use Development Opportunity for Ashwaubenon Branch Expansion/Relocation
  - e. Grant Access to Stantec and Approve Installation of Monitoring Well on Grounds of Central Library
7. Discussion and Possible Action Regarding Central Library Co-Location Advantages and Disadvantages

8. Nicolet Federated Library System
  - a. Approve 2016 Collection Development Grant Evaluation Report
  - b. Approve 2017 Collection Development Grant Application
9. President's Report
10. Library Director's Report
11. Old Business
12. Such Other Matters as are Authorized by Law
13. Adjournment

*Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.*

*Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.*



Michael Aubinger  
Library Board President





# JANUARY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2 County Board Office Closed	3	4 Public Safety 11:00 am Admin Cmte 6:15 pm	5 Human Services Cmte 5:30 pm	6	7
8	9 Executive Cmte 5:30 pm	10	11	12	13	14
15	16	17 Veterans Recognition Subcmte 4:30	18 Mental Health Ad Hoc 12:00 pm Facility Master Plan Subcmte 5:30 pm <b>Board of Supervisors 7:00 pm</b>	19	20	21
22	23 Land Con 6:00 pm PD&T 6:15 pm	24	25 Human Services Cmte 5:30 pm	26 CICB 8:00 am Ed & Rec @ NEW Zoo 5:30 pm	27	28
29	30	31				

## **BROWN COUNTY COMMITTEE MINUTES**

- **Harbor Commission (November 14, 2016)**
- **Housing Authority (December 19, 2016)**
- **LEAN Steering Committee (December 1, 2016)**
- **Mental Health Ad Hoc Treatment Committee (November 30, 2016)**
- **Neville Public Museum Governing Board (January 9, 2017)**
- **Planning Commission Board of Directors (December 7, 2016)**
- **Traffic Safety Commission (October 11, 2016)**
- **Veterans' Recognition Subcommittee (December 21, 2016)**

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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## PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

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A meeting was held on **Monday, November 14<sup>th</sup>, 2016**  
Port & Resource Recovery Department | 2561 S. Broadway, Green Bay, WI 54302

1) The meeting was officially called to order by President Tom Klimek at 10:33 am.

2) Roll Call:

Present:	President Tom Klimek Commissioner Tim Feldhausen Commissioner Bernie Erickson Commissioner Hank Wallace Commissioner Mike Vizer
Excused:	Vice President Bryan Hyska Commissioner Peter Zaehringer
Unexcused:	Commissioner Ron Antonneau Commissioner Ngosong Fonkem
Also Present:	Dean Haen, Brown County P&RR Mark Walter, Brown County P&RR Shelby Schraufnagel, Brown County P&RR Troy Gawronski, Foth Karl Mueller, GLC Minerals Jim & Sylvia Graefe, Residents

3) Approval/Modification – Meeting Agenda – *Request for Approval*

**A motion to approve the agenda was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.**

4) Approval/Modification – Meeting Minutes of September 12<sup>th</sup>, 2016 – *Request for Approval*

**A motion to approve the minutes of September 12<sup>th</sup>, 2016 was made by Bernie Erikson and seconded by Hank Wallace. Unanimously approved.**

5) Announcements/Communication

No announcements and communications.

6) Fox River Environmental Clean-Up Project – *Public Comments/Update on Standing Item*

Georgia Pacific would like to use Bay Port as a depository for dredged material, sand.

Motion to suspend the rules was made by Bernie Erickson and seconded by Hank Wallace.

The Fox River Clean-Up Project representative, Troy Gawronski, stated that the project will be dredging and capping into 2018. The reason is because there is more PCB contamination than expected. November 14<sup>th</sup> is the last day of dredging for 2016. Capping will continue to take place over the next few weeks still.

Motion to return to regular session was made by Bernie Erickson and seconded by Tim Feldhausen.

Mr. Haen stated that Georgia-Pacific made it clear that the dredged material is coming from the Fox River Clean-Up Project.

7) Budget Adjustment – *Request for Approval*

Phase II of the Wisconsin Commercial Ports Initiative is funded by Wisconsin Coastal Management, Wisconsin Economic Development Corporation, Wisconsin DOT and CFIRE. All of the money has to pass through the Department because we are the grant administrator for the project. The money was not budgeted in time last year. This is recognizing that there is \$107,000 is coming through the Department. .

**A motion to approve the Budget Adjustment was made by Mike Vizer and seconded by Tim Feldhausen. Approved Unanimously.**

8) 5-Year Audit of 217 Agreement with U.S. Army Corps of Engineers – *Request for Approval*

Brown County and the U.S. Army Corps of Engineers approved an agreement for the Corps to use the Bay Port Dredged Material Facility for materials from the shipping channel dredging 15 years ago. Every five years an audit is performed as part of this agreement and the transactions to keep costs on track. Mr. Haen explained the audit to the commissioners. Upon approval by the Harbor Commission, the letter and audit reports will be sent to the U.S. Army Corps of Engineers for their approval.

**A motion to approve the 5-Year Audit of 217 Agreement with U.S. Army Corps of Engineers was made by Hank Wallace and seconded by Mike Vizer. Unanimously approved.**

9) Short-Term Lease Efforts for the Hurlbut Property– *Request for Approval*

Mr. Haen and Commissioner Erickson have made several attempts to get the city of Green Bay to come to terms on the city's use of the Port's property along Hurlbut Street. The Port is seeking some type of compensation (cash or in-kind) from the City. It was suggested that in exchange for signed the Renard Island easement the City could stay at this property for no cost until the end of next year. The attorney with the City is revising the easement agreement again after it was approved and ready to be signed last November.

Mr. Haen suggested the Harbor Commission think about options for the property once the end of the current agreement ends on February 7, 2017. Commissioner Erickson will contact the City for discussion.

**A motion to hold the Short-Term Lease Efforts for the Hurlbut Property was made by Bernie Erickson and seconded by Tim Feldhausen. Unanimously approved.**

10) Response to U.S. Army Corps of Engineers on Cat Island Project – Request for Approval

Mr. Haen suggested the Port send in the \$407,000 that the Corps says the County still owes as “payment in full, in protest” reserving the right to take the Corps to court. The Port has spent a lot of time and effort making the Renard Island causeway permanent as part of the turnover of the island from the Corps to the County. One option could be to refuse to take over Renard Island and leave the Corps with the maintenance costs. Another solution could be to get the Corps to recognize that they are holding \$407,000 of the Department’s money and use it as credit for the next project.

Mr. Haen stated that the DOT supports the Department in whatever decision is made. Commissioner Erickson’s concern is why is the State taking such a passive role; \$407,000 could be used for other projects. Commissioner Feldhausen’s concern with the state taking a more aggressive role is that when/if the \$407,000 is said to belong to the Department the State may say that is State money and should be used for x,y,z. The Corps will not see the State as being a part of the agreement.

Commissioner Feldhausen asked if Mr. Haen has any idea on how the Corps will react to this letter.

President Klimek suggested decreasing the required response time to 30 days from 60 days to keep this moving forward and to convey a sense of urgency.

The County has a new person in Corporation Counsel who Mr. Haen will call on for advice.

**A motion to hold the Response to U.S. Army Corps of Engineers on Cat Island Project was made by Tim Feldhausen and seconded by Bernie Erickson. Unanimously approved.**

11) Public Communication Plan – Request for Approval

The plan is similar to past years. A few differences include; 1.) attending and participating in the National Grain and Feed Summit in Chicago as an opportunity for the agriculture industry to learn that the Port is a nearby option; 2.) If U.S. Venture decides to ship petroleum products throughout the year, extensive public notifications will be released including press releases, social media, newsletters, website updates, contact guides and clubs. U.S. Venture will be expected to help with public notifications and releases.

Mr. Haen communicated to the other Terminal Operators that the Port may stay open all year. They would have the opportunity to continue shipments as well. Other Terminal Operators have indicated that they are not likely to use the Port all year if it was open. Coast Guard would be ready to break ice all year round and maintain the track.

3.) Adding signage to the City Deck and near the Neville Public Museum educating passersby on the Port. In 2017 the Public Communication will increase by \$5,000. Commissioner Vizer stated that with regards to signage, some of the Terminal Operators could use fresh signs.

**A motion to approve the Public Communication Plan was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.**

12) 2017 Budget – Update

Department Budget was approved as presented by the Harbor Commission at County Board with addition of a change to salary with a 1% pay increase + \$400 per person, meant to offset the health insurance.

13) Comments on Wisconsin State Freight Plan – Update

Mr. Haen shared his comments on the first *Wisconsin State Freight Plan*. He serves on the advisory council with President Klimek. Mr. Haen's comments point out how the DOT has failed to discuss problems outside of their jurisdiction. Deficiencies in rail and marine transportation should be recognized and outside council should be taken. This is the first time the State has done a Freight Plan. At the end of the comment letter Mr. Haen added the Departments support for a Brown County southern bridge.

14) CFIRE Ports Development Initiative – Update

The second phase of the Ports Development Initiative has been completed. The report gets into marketing the Ports in general and has a focus on marine corridors as a way of moving material.

15) Director's Report – Update

Mr. Haen participated in Capital Day in Madison.

Cat Island is being used by the Federal Government for current dredging operations.

Fox River Dock Company is for sale. The Department has been asked to assign the dock wall lease.

16) Audit of Bills – Request for Approval

**A motion to approve the Audit of Bills was made by Hank Wallace and seconded by Bernie Erickson. Unanimously approved.**

17) Tonnage Report – Request for Approval

**A motion to approve the Tonnage Report was made by Mike Vizer and seconded by Tim Feldhausen. Unanimously approved.**

18) Such Other Matters as Authorized by Law

Commissioner Feldhausen thanked Mr. Haen for speaking about the Port to his club.

19) Adjourn

**A motion to adjourn the Harbor Commission meeting at 11:42 am was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.**

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Tom Klimek, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, December 19, 2016, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard

**MEMBERS EXCUSED:** Andy Williams

**OTHERS PRESENT:** Cheryl Renier-Wigg, Robyn Hallet, Stephanie Schmutzer, Pat Leifker, Megan Walker, Cora Haltaufderheid, Matthew Sahs, and Michelle Heeler

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the November 21, 2016, meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the minutes from the November 21, 2016, Brown County Housing Authority meeting. Motion carried.

**COMMUNICATIONS:**

None

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
P. Leifker reported that for the month of November there were 172 preliminary applications received.
  - B. Unit Count  
The unit count for the month of November was 3,082.
  - C. Housing Assistance Payments Expenses  
The HAP expenses totaled \$1,290,802.
  - D. Housing Quality Standard Inspection Compliance  
There were a total of 327 inspections, of which 133 passed the initial inspection, 62 passed the reevaluation, 100 resulted in a fail, and 32 were no shows.  
  
R. Hallet questioned why the number that passed the initial inspection was so low. P. Leifker responded that there is a new inspector. He added that the inspections are due to inspector subjectivity, and there is a learning curve.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
P. Leifker reported on data through October 2016. There were 231 port outs with an associated HAP expense of \$204,257. ICS was underspent by \$9,690 and the FSS program was over spent by \$717.



- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

P. Leifker reported there were 88 program participants in the FSS program. Of that number, 49 are at level one, 18 were at level two, 11 in level three, and ten in level four. There was one new contract established, no graduates, 39 open escrow accounts, and 52 homeownership clients.

- G. VASH Reports (new VASH and active VASH)

There were two new VASH clients for the month of November and 30 active participants in the VASH program

- H. Langan Investigations Criminal Background Screening and Fraud Investigations

For the month of November there were 14 new investigations assigned, three previous investigations were closed, 13 remain active. There were 108 applications processed, all were approved. P. Leifker then displayed the charts of the initial applications for November broken down by municipality, showing the greatest number fraud investigations occurring in Green Bay, followed by De Pere. Initial applications were similar with the largest number of applications from residents of Green Bay followed by De Pere and Howard.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

3. Consideration with possible action regarding request for funding from Greater Green Bay Habitat for Humanity.

R. Hallet introduced C. Haltaufderheid, the Executive Director of Habitat for Humanity, as well as staff members M. Sahs and M. Heeler. R. Hallet explained the guests were in attendance to speak to the Authority in regards to a request for funding. She explained that Habitat has owned property on Western Avenue in Green Bay for several years, but has been unable to develop the land due to the lack of infrastructure. In order to make the property developable they are requesting to partner with the BCHA for a provision of funding.

C. Haltaufderheid thanked the Authority for allowing them to speak. She explained that this project is something they would love to move forward on. Habitat has owned the lots for four to five years without the ability to develop the infrastructure due to keeping the costs down.

C. Haltaufderheid informed the Authority that Habitat does not give away homes. Habitat is a nonprofit organization. She explained that Habitat just completed their 97<sup>th</sup> home in the greater Green Bay area. She added that Habitat makes their homes affordable with a zero interest mortgage to all of the families. She stated that the homes are kept at a lower cost due to volunteer labor as well. Habitat families pay property taxes, home owners insurance, and mortgage payments. She added that in 2015 Habitat had over 1,000 volunteers donate 24,000 hours. Also in 2015 \$900,000 was spent locally within the greater Green Bay community. She added that Habitat families paid \$164,000 in property taxes in 2015. To date Habitat has put \$7.5 million into the local tax base since their inception 29 years ago.

C. Haltaufderheid explained that currently Habitat is working on the east side of Green Bay, putting up twindo condominium homes. She stated they worked with the City to develop that area and make the entrance to downtown east side Green Bay very pleasant as well as provide affordable homes to deserving families. She added that Habitat's goal is to find a permanent

solution to the housing need. She explained that Habitat has been surveying families that have been placed in homes in order to develop outcomes. The data has shown that these families are living in a safer community, families are moving on and breaking generational poverty cycles, families are paying taxes, and only three foreclosures have been reported to date.

C. Haltaufderheid explained that the Western Avenue project has been a sore subject since the land was acquired. She added that there are currently five plus families waiting for housing right now. She stated there is a meeting in January where Habitat will possibly approve 10 to 15 more families. She explained that to qualify, families have to meet three criteria. One of those is the need for housing. Habitat has a selection process where they tour the home the family is currently living in to determine if there is a need. She stated that Habitat will not approve a family until a committee of two to three people goes through the home. The second thing is that families must have the ability to pay. Habitat guidelines state that families' income has to be at 30 to 60 percent of the Brown County medium income. The third criteria is that families have to partner with Habitat and commit to giving 500 sweat equity hours as a family, or 300 as a single parent family.

C. Haltaufderheid explained that there is no infrastructure on the parcel of land on Western Avenue. She explained that in order to build on the lot, sewer and water lines need to be put in. She stated that Habitat is also working with the City to provide homes with garages. She explained this will help avoid people needing to park in the streets. The addition of garages requires additional funding. She explained that because of the ordinances in Green Bay Habitat is required to put in garages; whereas Habitats in other communities generally do not add garages to their homes. She explained that the lot sizes on Western Avenue are 260 ft. deep.

She stated that currently for an average family to afford a home, their mortgage payments are around \$600.00. Many of these families otherwise pay \$750-\$900 in rent. She stated that by providing these families permanent homes they less reliant on government assistance, and also take pride in ownership of their home.

C. Haltaufderheid provided the Authority with five house plans that will be used on the Western Avenue lot. M. Heeler explained that the plan would be to build two homes in summer of 2017, two in fall of 2017, and one in spring of 2018. C. Haltaufderheid stated the land on Western Avenue is not currently on the tax base, so by being able to build these homes they would be putting the land back on the tax base. She explained that Habitat cannot afford the additional \$20,000-\$30,000 to provide the infrastructure to the land. She explained that by adding that to the cost of the homes it would take the homes out of the realm of affordability for the families.

C. Haltaufderheid explained she and her staff are in attendance to take questions from the Authority.

A. Hartman questioned if the plan for home number one would have a detached or attached garage. C. Haltaufderheid stated that all homes will have detached garages. A. Hartman questioned if the plan for home five would be altered to have a detached garage. M. Sahs explained that Habitat would like to keep one home handicap accessible if there is a handicap family. He stated that depending on the family need the homes would all have detached garages. C. Haltaufderheid explained that lot five on Western Avenue is a little bigger which would be ideal for an ADA accessible home. C. Renier-Wigg explained that one of the things discussed with Habitat was how deep the lots were, and if all the homes had attached garages they would be set up for car stacking in the front of the house, which Habitat wants to avoid.

She explained that by detaching the garage it allows the garage to be placed in the back of the house which provides more parking spaces in the driveway as well as improved access into the backyard. A. Hartman questioned if the homes built on Chicago Street are 220 ft. deep. M. Heeler stated she believes those lots are 160 ft. deep. C. Haltaufderheid explained that there was a plan at one point to do a cul-de-sac which would allow for seven homes on the property. She explained that this plan was not affordable. She added that there are railroad tracks behind the property and apartment buildings across the street, so the options are limited on what can be done with the property. She also explained that the average home cost is about \$115,000 which does not include labor. She stated that Habitat's labor is voluntary with the exception of anything that has to be licensed such as a plumber or electrician.

A. Nicholson questioned if five homes are going to be put on the property on Western Avenue. M. Heeler explained that it is two parcels of land. She explained that one home would be stand alone on one parcel, and the other four would be built on the second parcel.

C. Goddard questioned if the blue lot on the map provided is the stand alone lot. C. Haltaufderheid confirmed. C. Renier-Wigg stated that the other parcel is one big lot which will need to be surveyed and split up to provide the four lots. A. Nicholson questioned why Habitat is doing five homes on that property. C. Haltaufderheid explained they are doing it to serve the needs of the community better. She stated the property on Western Avenue is a big piece of land which would allow for each lot to be 57 ft. wide. She added that the average Habitat lot size is 50 ft. wide. She explained that Habitat would prefer the lots to be 50 ft. wide because their mission statement is to build simple, decent, and affordable housing. A. Nicholson questioned how wide the lots on Western Avenue would be. M. Heeler stated they are 57.32 ft. wide. M. Sahs stated that that lot size is similar to what the rest of the neighborhood's lot sizes are.

A. Hartman questioned why sewer and water was never put on this lot. M. Sahs stated he believes it was because the lot was access for the railroad tracks. C. Haltaufderheid explained that the lot outlined in blue on the map is currently being used by the Brown County Extension as a community garden. She explained that the Extension is fully aware that Habitat is planning on developing the property. She added that by developing the property left to right this lot would be the last to be developed which would allow them to continue to use it as their garden next year.

A. Nicholson questioned if Habitat was requesting finances to add sewer and water to the land. C. Haltaufderheid confirmed adding that it is also for lot surveying. She stated the total requested amount is \$115,000. She explained that would cover the amount it would cost to provide infrastructure to the land which would allow Habitat to build the homes. A. Nicholson questioned where the money would come from at the Authority. R. Hallet explained it would come from revenue bonds. A. Nicholson questioned how much the Authority had in revenue bonds. S. Schmutzer stated it was over \$600,000. She added that it was put into the 2017 budget, approved at last month's meeting.

T. Deidrick questioned if Habitat has ever considered making the homes visitable for people with disabilities. He explained that one entrance to the home would be accessible with a ramp and wider door. The bathroom would also be larger for a person in a wheel chair to get into and close the door. He explained that visitable homes would be visitable, but wouldn't have accessibility features to the extent of an ADA accessible home. M. Sahs explained that one plan is to provide one home with an accessible entrance and a bathroom with a roll in shower.

He added that Habitat has requested to keep that home available to a family with a disability. M. Heeler stated she believes that T. Deidrick is requesting to have this done on all the homes. T. Deidrick confirmed. He stated that he is talking about visitability, not a home for someone with a disability to live in. He explained it would make it easier for visitors with disabilities. He added it would have one accessible entrance, a wider door, and a bathroom with a 5 ft. radius. C. Haltaufderheid stated that Habitat is open to all discussions on the topic. She added that any door that is put in any home right now is three feet wide, so that is already taken care of. She explained that the homes provided are all concept homes. She added that if Habitat can do what he is suggesting at no additional cost; there would be no reason not to.

C. Goddard stated that BCHA has the money, and they are legally allowed to do this. He questioned if that would be the extent of the partnership, or would there be a continued relationship with the Authority and Habitat. R. Hallet stated this would allow the Authority to continue to serve the community with its mission in a new way, since the majority of what BCHA currently does is in regards to rental assistance. She added that partnering to make homeownership more feasible to more families would be very positive.

C. Haltaufderheid stated that she believes that this aligns with the BCHA goals and objectives. She added that there is no one else in Brown County to fulfill this goal. She stated that many other organizations are focused on rental units, whereas Habitat's focus is homeownership.

A. Nicholson questioned if Habitat builds the houses and sells them to the families, and they become the homeowners. C. Haltaufderheid confirmed. M. Heeler explained that the families take on full responsibility of maintaining the home. A. Nicholson questioned if the families get a loan from the bank. C. Haltaufderheid stated that Habitat is the bank, explaining that Habitat provides the families an interest free mortgage through a revolving home building fund. C. Haltaufderheid explained that Habitat has \$5.2 million out in mortgages currently. She explained that some mortgages are serviced by a bank, but Habitat provides the interest free mortgage.

A. Nicholson questioned what the success rate is. C. Haltaufderheid explained that there have been three foreclosures to date out of 97 families, which is below the Brown County and national average. A. Nicholson questioned what happens if the families cannot make the payments. C. Haltaufderheid explained that Habitat will work with the family. A. Nicholson questioned if families ever move on to somewhere else. C. Haltaufderheid explained that the families are able to sell their homes. M. Heeler expanded on this, stating that families have a right to sell their home, but Habitat holds a silent second mortgage on the home which is the difference between the construction cost and the appraised value. If the families do sell their home they would owe that amount back to Habitat which in turn allows more homes to be built. She explained the second mortgage is a protection on their end so families are not purchasing a home at a lower rate and flipping it, trying to sell it for more money. C. Haltaufderheid explained that this week Habitat is holding their first mortgage burning ceremony. She explained that the Greater Green Bay Habitat has been in existence for 29 years and a woman has been able to pay off her house. Habitat is bringing her in to celebrate with her.

A. Nicholson questioned if Habitat can afford the \$115,000 to add the infrastructure to the lot. C. Haltaufderheid stated they cannot. She explained that Habitat is fighting for every dollar they get. Several corporations have moved away, and Habitat does not get a lot of funding from the Greater Green Bay Community Foundation or the Cornerstone Foundation. She stated they don't get as much funding because their outcomes are not proven in a way that corporations

would like to see. Habitat's outcomes are measured differently, but corporations have moved away from donating. She explained that Habitat gets their fair share of funding, but stated that they are always fighting for the dollar. She stated Habitat would not be able to take on the \$115,000 in at least the next two years. M. Heeler explained that they are asking for the \$115,000 for infrastructure and Habitat will then pay for all the construction costs as normal. She stated the reason they are coming to the BCHA is because this is something out of their normal realm. Sponsors and donors want to see their money allocated to directly help the families. This is something that is harder for them to see the big picture.

A. Hartman stated that when the houses were being built on Crooks Street she received several phone calls questioning what was being built. She stated that she explained to the callers that Habitat for Humanity was building two houses and the callers would respond positively. She stated that the experience has been that the families that Habitat brings into the neighborhood are good neighbors.

C. Haltaufderheid shared a story of a woman who moved into A. Hartman's neighborhood. She explained that shortly after moving in the woman had some medical problems which required her leg to be amputated. C. Haltaufderheid explained that the woman lived in Habitat's first two story home, but since that happened, Habitat has gone in and built her a ramp, and put in a chair lift. She explained that those were added expenses, but the woman was a single mom with three children that needed their help. M. Heeler explained that those expenses were able to be added to the woman's mortgage so she had no upfront costs.

A. Nicholson questioned if Habitat had duplexes in Green Bay. C. Haltaufderheid explained they do not have duplexes; they are currently building homes that resemble duplexes. She stated the homes are being built on the corner of Walnut and Baird. She explained that the homes will look like duplexes, but they are six individual homes. She added that they are four bedroom homes and are the largest that Habitat has built in Green Bay. C. Renier-Wigg explained that they are like side by sides.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the request for funding from the Greater Green Bay Habitat for Humanity. Motion carried.

4. Consideration with possible action regarding the televising and posting of BCHA audio and visual recordings on Brown County's website.

R. Hallet explained that the BCHA meetings are no longer posted on the City website. She explained that she contacted Brown County, and found they contract with NEWEYE which is an organization that provides digital media services. She explained that BCHA was offered a variety of ways to post the meetings. The meeting video can be posted to the NEWEYE website to which a link would be posted on the BCHA webpage. The meetings could also be available to subscribers of ROKU and Apple TV. She stated that two other optional ways is the meetings could be broadcasted on Time Warner channel four and AT&T U-Verse. She explained that BCHA approval is needed before any action can be taken.

A. Hartman questioned if right now there was anything on the City of Green Bay website. R. Hallet confirmed there is not. A. Nicholson questioned if there was a cost to post the video. R. Hallet stated that NEWEYE already has a contract with Brown County and since BCHA is considered a Brown County entity there is no cost passed on to BCHA.

A motion was made by C. Goddard and seconded by A. Nicholson to accept as proposed. Motion carried.

5. Consideration with possible action regarding a request for the approval of a HUD waiver to a potential conflict of interest with a Brown County Supervisor who has indirect involvement in a rental property in which the tenants receive Housing Choice Voucher assistance.

R. Hallet explained that each year a conflict of interest policy is sent out to employees and board members asking if there are any potential conflicts. She stated that this year one Brown County Supervisor, who was newly elected, has an indirect interest in that her husband and brother-in-law own a duplex and both units are in HAP contracts for the HCV program. R. Hallet explained that she has requested from HUD the approval of a waiver. HUD requested that the waiver be approved by the Authority. R. Hallet explained that HUD wants the Authority to be aware that there is already a HAP contract existing for these properties and that the County Supervisor will not exercise any responsibilities or functions with respect to the decisions or contract administration related to these HAP contracts. The County Supervisor has also stated that she will not enter into any further HAP contracts while she is serving as a Brown County Supervisor.

A motion was made by A. Nicholson and seconded by C. Godard to approve the request for the approval of a HUD waiver to a potential conflict of interest with a Brown County Supervisor who has indirect involvement in a rental property in which the tenants receive Housing Choice Voucher assistance. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

6. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer explained that the bill for the rerecording fees of the mortgages that needed to be re-recorded was received. She explained that the County had a couple questions on some of the re-recordings, so there may be a couple more bills coming through in the next couple months for those. She stated that the re-recordings are all taken care of.

A motion was made by A. Nicholson and seconded by C. Goddard to approve BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer explained that December is the end of BCHA's fiscal year and things are looking good. She stated there is nothing out of the ordinary.

A motion was made by A. Nicholson and seconded by C. Goddard to approve and place on file the BCHA financial report. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

8. Review Priorities at your PHA section of Lead the Way training

R. Hallet explained that the Lead the Way Training added a few new modules. She added there is no quiz to accompany this module. She stated that in the meeting packet there is a worksheet for the commissioners to complete to help them understand the BCHA. She explained that it is long, but many parts don't apply to the BCHA. She proposed that the Authority can complete the worksheets on their own and discuss it at the next meeting, or the

commissioners can choose not to do it at all. She added that the GBHA did the worksheet and found it interesting. She explained that it may take some research to find the answers, but staff could provide a cheat sheet to help the commissioners find the answers more easily.

T. Diedrick stated that the Authority has done a lot of the background work when the RFP was developed for the new contract a couple years ago. R. Hallet agreed. T. Diedrick added that the Authority got into a lot of detail. R. Hallet questioned if T. Deidrick was suggesting that the worksheet was not necessary. T. Diedrick stated that because he has been on the committee for so long he did not feel like it was. A. Nicholson suggested that the Authority try the worksheet. A. Hartman agreed, stated that the other commissioners were not involved in the development of the RFP. C. Goddard questioned where they would find the answers. S. Schmutzer stated that she will put together the financial portion and send it out to them. That information can be used to do the calculations.

R. Hallet explained that staff will put together a sheet to help guide the Commissioners and then discuss the worksheet at the next meeting.

#### 9. Schedule of BCHA Meetings for 2017

R. Hallet explained that there are two meeting dates in 2017 that conflict with the WAHA spring and fall conferences. Those meetings have been moved a week later, but same day and time.

#### 10. Date of next meeting: January 16, 2017

A motion was made by A. Nicholson and seconded by C. Goddard to adjourn the meeting. Motion carried. Meeting adjourned at 4:19 pm.

MKW: RAH



**Brown County LEAN Steering Committee  
Minutes of December 1, 2016 Meeting**

**Attendance:** Cathy Williquette Lindsay, August Neverman, Andrea Holden, Maria Lasecki, Nancy Fennema, Troy Streckenbach, Renee Vande Voort, and Judy Knudsen

**Absent:** Brian Simons, Brad Hopp, Chad Weininger, and Paul Fontecchio

**Guests:** Angela Kawski, Jerry Vincent, Rick Ledvina, Kara Navin, and Paula Burkart

**Approve Minutes November 3, 2016:** A motion was made by Nancy Fennema and seconded by August Neverman to approve the November 3, 2016 minutes. Motion carried.

**Request for LEAN Event from UW-Extension Community Garden Program:** A motion was made by August Neverman and seconded by Maria Lasecki to approve UW-Extension's request for a LEAN event. Motion carried.

**Report Out – New Zoo “White Shed 6S” Event:** Jerry Vincent, Angela Kawski and Rick Ledvina shared information about this LEAN event. Utilization of adult and youth volunteers was a factor in making this event a success.

**LEAN Budget Report:** Current balance is \$194.42. In January 2017, \$2,000 will be added to the balance. A motion was made by Nancy Fennema and seconded by August Neverman to approve this report. Motion carried.

**New Employee Orientation/LEAN Presentation Update:** Kara Navin and Paula Burkart reported on the presentation they provided at the new employee orientation. The presentation was well received. LEAN facilitators will deliver this presentation each month at the new employee orientation.

**Future of LEAN:** A motion was made by Nancy Fennema and seconded by Renee Vande Voort to appoint Cathy Williquette Lindsay as interim chair, Judy Knudsen as Vice Chair and Andrea Holden Secretary of the LEAN Steering Committee for the first three months of 2017. Motion carried.

**Next Meeting:** January 5, 2017 at noon in the Veteran's Conference Room.

Respectfully Submitted,  
Judy Knudsen



**PROCEEDINGS OF THE AD HOC**  
**MENTAL HEALTH TREATMENT COMMITTEE**

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that an Ad Hoc Committee of the County Board of Supervisors met regarding Mental Health Treatment on Wednesday, November 30, 2016 in the 1<sup>st</sup> Floor Conference Room, Sophie Beaumont Building, 111 N. Jefferson Street, Green Bay, Wisconsin.

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**Present:** Chair Guy Zima, Human Services Director Erik Pritzl, Community Member Pat La Violette, Supervisor Erik Hoyer, Director of Administration Chad Weininger, JOSHUA Member Cheryl Weber, Board of Health Member Jim Crawford, Judge Zuidmulder, Behavioral Health Manager Ian Agar, Hospital Administrator Luke Schubert, Security Lieutenant Phil Steffen

**Excused:** Sheriff Gossage, Asst. Corporation Counsel Rebecca Lindner

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**I. Call meeting to order.**

The meeting was called to order by Chair Guy Zima at 12:06 pm.

**II. Approve/modify agenda.**

Motion made by Supervisor Hoyer, seconded by Chad Weininger to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of October 19, 2016.**

Motion made by Supervisor Hoyer, seconded by Chad Weininger to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**1. Report re: Sequential Intercept Mapping.**

Human Services Director Erik Pritzl provided a handout of the recommendations from the sequential intercept mapping, a copy of which is attached.

With regard to the first recommendation, Pritzl said there are a lot of different groups working on the same or similar issues. When the groups were indexed at the sequential intercept mapping there were at least nine, if not more different groups working on issues and one of the recommendations is to explore the possibility of consolidating these groups to address the needs as a coordinated effort. Pritzl's idea on this is to pull the chairs of the various committees together to have a discussion about what each group is working on and what their plans and objectives are. Cheryl Weber informed the Green Bay Mental Health Board is working on this and she will bring a report to the next meeting. Pritzl feels it would be good to set some joint common priorities and noted that each group has a different set of resources and stakeholders.

The next recommendation is regarding the jail liaison position and the recommendation is to evaluate the effectiveness of the position and establish performance measures. Pritzl recalled the jail liaison spoke to this group about the position in October and he did not think there was much else to do with regard to this recommendation. Jail Lieutenant Phil Steffen noted he will be retiring soon and Zima asked if he would be willing to stay on this committee for a period of time due to his experience and knowledge of how the system works. Steffen indicated he will try to attend the future meetings.

Zima recalled earlier discussions that the workload for the jail liaison was too much and although she is doing a tremendous job, additional help may be needed. He said the purpose of this committee is to improve mental health in Brown County, especially focusing on those with mental health issues that are in the jail. Pritzl noted the liaison's case load has increased from 30 to about 47 cases. This is short-term case management re-entry work, but before a decision on expansion is made, there needs to be some idea that the position is doing what is intended which is preventing re-entry into jail or the criminal justice system. Zima feels dealing with 47 cases in a week would only allow very limited contact and he questions if one person is enough to make the position effective. He feels from the liaison's presentation several months ago that she is doing the best she can but she is spread thin and he asked what is needed to increase the effectiveness of the position. Steffen said the liaison is doing a great job and is hitting the target groups, but he reminded that it is a new program and with new programs you are constantly looking at what can be done better and more efficiently. The position has not been

in effect long enough to amass data and Steffen added that recidivism is difficult to track in county jails because inmates can end up back in jail in a different county. He also noted that a lot of the population is transient and a lot of the people with mental health issues are arrested on nuisance-type charges and are out of the jail before the liaison can reach them. They are looking at ways to fix that hole, but at this time the liaison is doing a great job. Zima said that spreading someone too thin is just setting them up for failure. Steffen noted that every person the liaison is able to help is beneficial. The liaison is filling a need that the county has and is doing a good job. Zima asked how to track the effectiveness of the program and Steffen responded that the population is difficult and reiterated that recidivism in the county jail system is hard to track. The liaison is fulfilling a role that is needed in providing resources and trying to keep people hooked into their case workers and on their medication. She is a bridge to other resources. Pritzl added the reason the liaison is at the clinical level is because she has background and experience to know if someone is showing symptoms and behaviors that are more concerning than what can be managed with other resources. The liaison works to get people connected and then the next contact takes the person to the next level of recovery.

Zima recalled the liaison said she could not keep up with the requests for services. He feels there needs to be outreach and those with mental health issues should be approached whether they ask for help or not. Steffen responded that the triage is difficult and there are a lot of people in jail who just want to see somebody. They try to focus on those that really need the services, but there are still those that request services and their needs are not known until they meet with the liaison. Steffen said a lot of people say they have mental health issues, but really do not. The jail deals with a large amount of clientele that do not tell the truth and that is where the difficulty lies, because they want to keep those that are mentally ill positive, focused, connected and engaged with resources and that is what the liaison does; she makes sure they do not fall through the cracks. Zima asked if improving the classification process would be helpful and Steffen responded that information obtained in the classification process is shared with the liaison and, in addition, the liaison just put something out to jail staff outlining what she does and he feels this will be helpful. Jail staff is very good at seeing who is playing the game and who is not. Zima would like the liaison to keep statistics on those that she sees and what number just wants someone to talk to versus those who are legitimately in need of her services. Steffen said that he can ask the liaison to keep some statistics but reminded that taking statistics will take time away from the services she is trying to provide.

Zima said he is trying to determine if this is an area that we should concentrate on more to really hit the maximum number and sort out the fakers from the real cases that need help. Steffen said the role of the liaison and what she is doing is helping. Pritzl added that at this time it is hard to tell if the liaison program as it currently is is enough but as the process continues they will continue to gather information. The number of people served is not enough to measure success. A determination has to be made as to how to measure the success and that is what they are working on at this time. Zima wants to know more positive things we can do to eliminate some of the population at the jail and provide the mental health treatment that some of those people need on an ongoing basis and what needs to be put in place to make sure we accomplish what this group wants to accomplish before the next budget season. He is goal-oriented and wants to see something happen. Pritzl responded that at this time the liaison is right at the jail on the front lines crossing over between the jail and the community services and the CTC and she is working on re-entry. They are currently capturing quantity, but that is not telling the whole story. Zima would like this closely followed and a suggestion was made to bring the liaison back into this group for an updated report in a few months.

Behavioral Health Manager Ian Agar felt an updated presentation from the liaison in a few months would be a good idea and added that the liaison is doing a good job. The job of the liaison is to assess the people who request her services to see what their needs are and then connect people to the support they need. Zima recalled the liaison indicated that some people are released before she gets a chance to work with them and he wants to make sure that those who need her services get them. He would like updates from the liaison about every three months.

Recommendation three focuses on family members and recommendation four talks about peer support and recovery and sometimes these things cross over and connect. Recommendation three has not been explored too much, and it was not understood if this recommendation referred to education or three party petitions or something else. Weber said peer specialists are now sitting on various committees and she feels it may be a good idea to add a peer specialist to this group.

Pritzl asked if there are any peer specialists coming into the jail. Steffen responded that they are working on this but there are a number of considerations that have to be taken into account before groups can come into the jail. Weber said there are four certified peer mental health specialists at the Gathering Place, but she feels the community is reluctant to bring these people in because of their past even though statistics show that these people can be very beneficial in healing the

people who need help. Weber sits on the board for the Gathering Place and she introduced Sara Williams who sits on the board at DarJune. She said these peer specialists and recovery coaches are amazing. Pritzl explained there may be a way to fund some peer recovery but one of the issues is that the background check becomes a barrier for a lot of people. There needs to be a way to work with the person's experience and progress without continuing to punish them for past experiences. Pritzl said this is the most difficult part of the process.

Zima said it is time to start finding ways to solve problems. It was indicated a long time ago that if there are changes needed in the legislation, this may be the committee to start making suggestions to the County Board so they can be passed on. Zima does not feel the criminal justice system is helpful to the mental health system and he feels strongly that it needs to work with punishment, rehabilitation and forgiveness. If people fail at the rehabilitation, it needs to be made very clear that they will go back to the beginning. Pritzl would like to see something to recognize where people were in the past and where they currently are and find a way to work past the barrier, but this is not very easily done. He understands the laws and rules are put in place to protect people, but when there is someone with an extensive history of recovery that is successful, bad choices in the past should not necessarily be a barrier to helping others. Weber suggested we find out how other counties are hiring recovery coaches because this is happening in other areas. La Violette agreed.

Recommendation five is with regard to tele-psychiatry and in the context of reducing the waiting period for access to psychiatric services. He commented that the wait list is now down to 45 from over 220 last year. There has been a lot of work done and positions added to get to this point. Agar commented on the tele-psychiatry and noted that there have been some pretty extensive rule changes recently. If a patient is going to see a psychiatrist through teleconferencing, there also now needs to be a clinician sitting in the room with the patient during the conference so if during the course of the conversation the patient has an adverse reaction that may affect their behavior when they leave, there is someone to deal with this.

Zima feels we should be trying to solve the problem in a way other than tele-psychiatry and Agar agreed. Zima feels tele-psychiatry is dehumanizing. Pritzl noted the person has to agree to have services delivered via teleconference. Zima said that competent therapists and nurse practitioners are a much better alternative in his opinion. Psychiatry seems to be all trial and error and very little time is spent with the patients. He would rather see hands-on therapists on the payroll instead of tele-psychiatrists. Pritzl tended to agree with Zima and noted that there is a need to replace existing equipment and that is scheduled to happen in 2017. If this resource becomes available and someone wants to participate, the equipment will be in place. Pritzl also said there is an Advanced Practice Nurse Prescriber position that they have been recruiting for for an extended period of time. In the meantime, they have contracted for additional hours to fill in the gap and he feels that getting the position filled full-time would get the waiting list down much lower and possibly even to zero. This is a very competitive market and Pritzl feels they may have to go to a recruiting firm. The shortage of qualified APNPs was further discussed and Pritzl concluded by saying that they continue to address this.

The last recommendation is with regard to information sharing. Zima asked if the County needs to be part of a different system to be able to get documents and information from other providers. Pritzl did not know if that was the answer and noted that Corporation Counsel needs to help sort through this issue. Pritzl continued that when this was talked about at the workshop, the facilitator said they have seen this work in other places and indicated that information is shared a little more openly than it is here. Steffen said release forms are needed every single time something needs to be shared and the problem comes in when someone is significantly mentally ill because getting a release form becomes very difficult. There are a number of different factors at play such as third parties, CCS that deals with medical, the jail and other providers. Zima shared a personal experience with the frustrations of getting information and noted that the system in Brown County is archaic.

Steffen said fines for violating HIPAA rules are six figures. Weber said the workshop leader indicated that Brown County has a different interpretation of the rules. Director of Administration Chad Weininger said he will address this with Corporation Counsel to see if the procedures can be restructured while still protecting the County. Zima also suggested that perhaps talking to federal representatives may be beneficial. It was noted that the moderator at the mapping exercise said a patient is not subject to HIPAA if they go to jail. Steffen said he deals with hospitals on this at least on a weekly basis.

Pritzl said the Human Services Committee took action on the housing issue by making a motion to advance something to the County Board and he will be drafting a resolution on this. He will keep the group updated in this regard. They are

asking for up to \$75,000 for a study on this and he has talked to some community members about this. Pritzl would like to see a project employee work on this and he has some ideas that he will be sharing.

Zima feels the Human Services Committee seemed to want to put off the idea of pushing for transitional housing, even though he thought this committee unanimously recommended that as the direction we want to go. He feels we cannot assume that staff is advocates for moving forward with this. He found this was a bureaucratic failure and he wants to move forward. This committee made recommendations and was supportive and most showed up at the public budget hearing and the Human Services Committee meeting. He noted they did not have time to go through the Human Services Committee, and he will take responsibility for that, but he feels there has been failure on just about every level of this committee in that the committee really hasn't tacked on another initiative for this year. He has a longer range vision that there should be a long-term facility for handling mentally ill people. Zima said we are spending close to \$1.5 million dollars sending people elsewhere for help when we could have a facility right here. He is very discouraged and thinks we need to have a long-term facility right here in Brown County so we can improve in this area which will also hopefully keep people out of the jail. He feels he failed the committee and the Board in the fact that this committee could not get something simple through. We were not asking for anything different than what had been asked for in the past and said that no money would be spent without approval of the Board. There was left over money from last year and Zima felt that some of that could have been used for this. Zima has serious concerns about the drug and alcohol treatment and it was noted that the program at Bellin has been in place since August and only a handful of people have been treated.

Zima continued that he talked at previous meetings that nothing is being done about outreach. He does not feel we are doing anything to find the people that need help and make them aware of what is available. We are sitting here talking about long term mental health initiatives of the County but we are doing almost nothing with what we already have. La Violette asked how many County residents are currently in residential treatment and it was indicated that there was probably 5 – 6. Agar said that when someone is identified to have an alcohol or drug issue, in addition to the assessment there is a uniform placement criteria that is required by law to determine what level of treatment they need. The majority of the people go through Brown County's intensive outpatient program and there is a level of success using this program. Agar said the intention was to add a transitional residential component but the logistics were complicated so they purchased services from facilities that are already providing the services. Zima would like to figure out a way to do it more efficiently, but both Agar and Pritzl indicated that it was not likely that the County could provide the services more efficiently.

Pritzl said when the \$1.5 million dollars was asked for last year, there was nothing ready to go on January 1. The funds were based on concepts that were discussed prior to the budget. The Board said they were hesitant to give all this money without a plan which is the same thing that happened this year. Each phase was developed over time and then each one was brought back to the Board for release of the money with the idea that the money would become part of the budget and then in each successive year the funds would be there to continue the programming. Now we are at the point where we got everything started and now the question is how to communicate better and more effectively that we have these options available for people. Pritzl feels that outreach planning for 2017 should be a focus.

Zima said this group planned for what might be spent if we got things in place and with a more effective program maybe more would have happened. Hoyer said he respected Zima's sense of urgency, but as part of the Human Services Committee and seeing step by step how things were happening, he feels it was appropriate although at times it was frustrating. Hoyer agreed that we need to grow and let the services be known but he does think we started the year talking about what is next. Zima said he is not complaining about that part of it, although maybe things could have been done a little faster. He felt this was put in place in an honest way and we told the Board that no money would be spent without their acknowledgement and this was honored 100 percent. Zima said we tried to set the same standard in place for this year and he was of the impression that transitional housing would be a lot more than \$400,000 but the \$400,000 would have at least been something in place to get things established and this was the number the group agreed on. Zima feels the Board seemed sympathetic to the cause, but they did not want to put it forward in the same fashion they did the previous year. He continued that Weininger is on this committee for a reason and he feels this committee as a whole failed at the County Board this year. He mentioned that JOSHUA did not have the large group of people that they usually have and noted that there was no strong voices and no particular urgency exhibited by anyone. Hoyer and Zima did all they could to push it through at the budget meeting, but he feels the Human Services Director was weak at the budget meeting. Zima reiterated that Hoyer, Zima and Judge Zuidmulder spoke very strongly for this, but the senior staff befuddled it so

nobody felt confident about it and it was referred back instead of being put in the budget. He feels that stronger support by some of the chief advocates would have helped it pass the County Board.

Pritzl said he appreciates hearing Zima's feedback and wanted to make sure that he and his staff advocate positions that are meeting the needs of the public in the most effective and efficient way possible. He said he does care very deeply about these issues and did his best to defend the comments that were thrown at him. Pritzl said he cannot ignore the views and voices of the Board members who were concerned about where a facility would be placed, but this group did not have time to vet those things out which would have been invaluable in taking away some of the fears. Hoyer noted that this was not going to pass and Pritzl agreed, however, Zima did not feel this was any different than last year. Pritzl said this was a value-laden discussion that he did not feel we were prepared to have. The unfortunate thing is we did not get a chance to talk about the fact that there are so many people with these needs throughout the community living all over because the discussion got lost on where the facility would be located and what the security would be. As a group, Pritzl did not feel we were prepared for where the discussion was going to go. He feels the discussion can be held again down the road when we are much better prepared. Pritzl said he did his best with the issues that were thrown around, but there was not a structured plan that would have taken away some of the concerns. Hoyer added that numerous people on the Board said they wanted to hear what a consultant had to say. Hoyer did not think anyone on the Human Services Committee would vote against taking money out of the general fund for a consultant somewhere down the line. Hoyer said we will be more prepared and there will be options and opportunities. Zima felt there could have been a stronger representation by this group.

Weber said she had to go back to JOSHUA and explain why things happened the way they did. She said that she did not say her piece in this group by asking what the \$400,000 would be spent on. She also talked about being asked what was spent so far and felt that more information should have been shared on this so that when Supervisors asked about the funds they had answers. She did not feel that enough preparation was done.

Zima said the Supervisors noted that only \$400,000 of the \$1.5 million was spent and he was perfectly happy to take the \$400,000 for the housing from what was not spent and have it in place to use when ready. Now he feels this is waylaid for a year because getting 18 votes on the County Board is not easy. Hoyer noted that coming back to the Board later will allow time to gather information on the success stories to show what is working. Weber said we need statistics and information from the four initiatives to show how the programs are working. She feels the County Board is unhappy with this group because they were not prepared. Zima noted that all four components are fully funded for next year. Weber feels that detox is not working and Pritzl noted that this is one of the areas they continue to work on. Zima said the success of the four initiatives from last year does not have anything to do with the next step which is transitional housing. He said that this detoured into where the facility would be located which had nothing to do with what was being asked for and noted that there were no strong hands from this group. Zima also feels the County Executive may not fully support what this group is doing, although he claims that he does. The money was segregated money and when not all of it was used they put it back into the budget when this group could have used it for moving forward with initiatives. Zima wanted to keep the initiative going but feels we fell flat and set ourselves back at least a year. He said if not everyone here is an advocate there is no purpose of this group. Pritzl said that so many things were lost for so long, but because of the support of Zima and the rest of the group, we have been able to bring some of these things back in. He noted that even though the numbers for detox may be small, they are more than have been done in the past and that is positive.

2. **Discussion, review and possible action:** Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long-term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.

*The above narrative encompasses the discussion on this item.*

3. **Discussion, review and possible action:** Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.

*The above narrative encompasses the discussion on this item.*

4. Such other matters as authorized by law.

The next meeting date was discussed and January 18, 2017 at 12:00 pm was selected.

Motion made by Erik Hoyer, seconded by Pat La Violette to adjourn at 1:39 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

## Recommendations

### RECOMMENDATION 1

*BROWN COUNTY HAS DEMONSTRATED A SIGNIFICANT COMMITMENT TO IMPROVING THE LIVES OF PEOPLE WITH MENTAL AND SUBSTANCE USE DISORDERS, INCLUDING THOSE INDIVIDUALS WHO COME IN CONTACT WITH THE JUSTICE SYSTEM. AS A RESULT, THERE ARE MANY COMMITTEES AND TASK FORCES WORKING TO IMPROVE THE COMMUNITY'S RESPONSE TO ISSUES AT THE BEHAVIORAL HEALTH/CRIMINAL JUSTICE INTERFACE. BROWN COUNTY REPRESENTATIVES SHOULD EXPLORE THE POSSIBILITY OF CONSOLIDATING SOME OF THESE COMMITTEES TO ADDRESS THESE ISSUES AS A COORDINATED GROUP.*

### RECOMMENDATION 2

*CONDUCT A PROCESS EVALUATION AND ESTABLISH PERFORMANCE MEASURES FOR THE RECENTLY IMPLEMENTED JAIL LIAISON PROGRAM AND THE DAY REPORTING CENTER THAT IS UNDER DEVELOPMENT. THE PROCESS EVALUATION SHOULD EXAMINE WHETHER THE PROGRAMS WERE IMPLEMENTED AS INTENDED. PERFORMANCE MEASURES SHOULD BE USED FOR ROUTINE MONITORING AND OVERSIGHT PURPOSES.*

### RECOMMENDATION 3

*CONTINUE TO INCLUDE AND BUILD UPON THE WORK OF THE FAMILY MEMBERS WHO HAVE SHOWN SIGNIFICANT INTEREST IN COLLABORATING TO IMPROVE THE CONTINUUM OF CRIMINAL JUSTICE/BEHAVIORAL HEALTH SERVICES. MANY COMMUNITIES HAVE FOUND FAMILY MEMBERS AND PEOPLE WITH LIVED EXPERIENCE TO BE THE MOST EFFECTIVE "VOICES" IN BRINGING RESOURCES TO A COMMUNITY.*

### RECOMMENDATION 4

*EXPAND FORENSIC PEER SUPPORT AND RECOVERY COACHING OPTIONS TO PROMOTE RECOVERY FOR JUSTICE-INVOLVED PEOPLE WITH MENTAL AND SUBSTANCE USE DISORDERS, FROM CRISIS-RESPONSE STRATEGIES TO REENTRY. MANY COMMUNITIES HAVE FOUND THAT PEER SPECIALISTS AND RECOVERY COACHES WITH A PERSONAL HISTORY OF INVOLVEMENT IN THE BEHAVIORAL HEALTH AND JUSTICE SYSTEMS ARE EFFECTIVE AT ENGAGING PEOPLE WHO HAVE PREVIOUSLY RESISTED OR HAD POOR EXPERIENCES WITH TRADITIONAL BEHAVIORAL HEALTH SERVICES.*

### RECOMMENDATION 5

*EXPLORE USE OF TELEPSYCHIATRY TO REDUCE THE WAITING PERIOD FOR ACCESS TO PSYCHIATRIC SERVICES. GRANT RESOURCES MAY BE AVAILABLE SUPPORT TELEHEALTH SERVICES, SUCH AS FROM THE HRSA TELEHEALTH NETWORK GRANT PROGRAM.*

### RECOMMENDATION 6

*INFORMATION SHARING AND UNDERSTANDING STATE AND FEDERAL HEALTH PRIVACY LAWS WERE IDENTIFIED GAPS AND WHILE NOT IDENTIFIED AS A PRIORITY, THERE WAS SUBSTANTIAL DISCUSSION OF HOW RESTRICTIONS IN INFORMATION SHARING INHIBITED COLLABORATION AND AGENCY COORDINATION.*

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

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**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, January 9, 2017 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Bernie Erickson, Erik Hoyer, Tom Sieber and Kramer Rock  
**ALSO PRESENT:** Kasha Huntowski, Kevin Cullen and Beth Lemke

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**CALL MEETING TO ORDER**

1. Vice Chairman Erickson called the meeting to order at 4:35PM.
2. **APPROVE/MODIFY AGNEDA**  
Motion made by Erik Hoyer and seconded by Kramer Rock to approve the agenda.  
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke updated the Board on the 2016 budget reflecting less revenue than projected and higher unpredicted benefits costs. The manner in which Brown County determines benefits for budget purposes is a blended approach. The museum is such a small department that any change in staffing or status of coverage has an unpredicted result. In addition to changes in coverage, the museum had significant casual payout thus the department will have a short fall despite savings in operational expenses. Museum Director Lemke shared that the 2017 anticipated revenue budgeted was more in alignment with the new three-year average and that she would be sharing this with staff so that the entire team understands the importance of all revenue lines and is working toward strategy to meet and exceed the budget.

Regarding the Visitor Experience and Architectural Exhibition Master Plan Museum Director Lemke shared with the board staff comments on the vendor work to date and plan the vendor had to address the comments to correct the design before any approval would be given. Both parties are committed to the creation of the best product possible and communicating daily on the project status with a revised project end date of the end of February 2017.

Museum Director Lemke shared a new program opportunity that the museum would be hosting called STEAM Engine with local artist Kent Hutchison. When final details are made, Museum Director Lemke will share with the Board to share with their personal network.

Discussion ensued; staff was asked about breaking out attendance by different methods, the possibility of streaming lecture programs and what opportunities may be available for advertising the museum at the airport. Museum Director Lemke shared that she would provide greater deal in building attendance by grouping or category at the February meeting.

4. **Museum Deputy Director Report.** Deputy Director Cullen shared logistics on the closing of *Through the Needle's Eye - 20th National Embroiderers' Guild Exhibit*, *EQUATE: Green Bay Public Schools Celebrating the Arts*, upcoming closing of *Holiday Memories of Downtown Green Bay*, and the instillation of *Green Bay Art Colony Inspirations from the Neville* and *Alice in Dairyland: Wisconsin's Agricultural Ambassador*. He also shared the collaborative process of gathering video interviews that are being used for the interpretive plan for *Estamos Aquí ("We are Here")* opening in May 2017.



Museum Director Lemke provided an update regarding the *Our Brown County* interpretive plan to engage Brown County Departments and numerous other local and cultural organizations as part of the planning process.

Museum Director Lemke shared upcoming reception dates and asked the Board to attend if possible.

Thursday, January 19, 2017 Member Reception  
Green Bay Art Colony Inspirations from the Neville

Saturday, January 28, 2017 public opening of  
*Alice in Dairyland: Wisconsin's Agricultural Ambassador*

Thursday, May 4, 2017 Member Reception  
*Estamos Aquí: Celebrating Latino Identity in Northeast Wisconsin*

Thursday, July 27, 2017 Member Reception  
*Neon: Darkness Electrified*

Thursday, September 14, 2017 Member Reception  
*Permian Monsters: Life before the Dinosaurs*

Discussion ensued; Vice Chairman Bernie Erickson recommended sharing press materials with Land Conservation Department, The Extension, the Wisconsin Counties Association and the smaller area newspapers for added promotion of *Alice in Dairyland*, no action taken.

5. Such other matters as authorized by law:  
Next meeting of the Neville Public Museum Governing Board will be Monday, February 13, 2017 at 4:30pm  
2017 meeting date are as follows:  
Monday, March 13, 2017  
Monday, April 10, 2017  
Monday, May 8, 2017  
Monday, June 12, 2017  
Monday, July 10, 2017  
Monday, August 14, 2017  
Monday, September 11, 2017  
Monday, October 9, 2017  
Monday, November 13, 2017  
Monday, December 11, 2017
6. Adjournment. Vice Chairman Erickson called the meeting to an end at 5:15 PM.

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, December 7, 2016**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>Exc</u>	Mark Handeland	<u>Exc</u>	Debbie Schumacher	<u>Exc</u>
James Botz	<u>X</u>	Matthew Harris	<u>Exc</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>Exc</u>	Frederick Heitl	<u>X</u>	Jason Ward	<u>X</u>
William Clancy	<u>X</u>	Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>Exc</u>
Norbert Dantinne, Jr.	<u>X</u>	Kathleen Janssen	<u>X</u>	Reed Woodward	<u>X</u>
Bernie Erickson	<u>X</u>	Dotty Juengst	<u>X</u>	City of Green Bay (Vacant)	
Kim Flom	<u>X</u>	Patty Kiewiz	<u>X</u>	City of Green Bay (Vacant)	
Steve Gander	<u>X</u>	Michael Malcheski	<u>X</u>	Br. Co. Board – DePere (Vacant)	
Adam Gauthier	<u>X</u>	Gary Pahl	<u>X</u>		
Steve Grenier	<u>Exc</u>	Terry Schaeuble	<u>Exc</u>		

**OTHERS PRESENT:** Chuck Lamine, Cole Runge, and Kathy Meyer

1. Approval of the minutes of the November 2, 2016 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by G. Pahl and seconded by P. Kiewiz to approve the minutes of the November 2, 2016, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Public Hearing regarding the 2016 Green Bay MPO Public Participation Plan Update.

C. Runge opened the public hearing.

C. Runge stated that nobody had signed the public hearing speaker registration form before the meeting began. C. Runge then asked three times if anyone wished to speak. Hearing no comment, C. Runge closed the public hearing.

3. Discussion and action regarding the 2016 Green Bay MPO Public Participation Plan Update.

C. Runge presented the 2016 Green Bay MPO Public Participation Plan Update. C. Runge indicated that this is presented to the Planning Commission annually with slight revisions. The proposed additions are underlined in green and the proposed deletions are noted in red with strikethroughs.

C. Runge indicated that this update reflects the new federal transportation law, FAST Act (Fixing America's Surface Transportation Act) that was enacted at the end of last year, and also recognizes the use of social media, namely Facebook and Twitter. In addition, this

update talks about how the MPO has been using other outreach techniques such as online surveys and interactive maps.

C. Runge indicated that staff had received a question concerning the performance goals that are identified at the end of the document. C. Runge stated that many of the performance goals are in the document year after year and are assessed and modified by staff each year as necessary. This year, staff included a new goal pertaining to the online interactive maps and surveys.

A motion was made by K. Flom and seconded by D. Juengst to approve the 2016 Green Bay MPO Public Participation Plan Update. Motion carried.

4. Discussion and action regarding the 2016 Green Bay Urbanized Area Section 5310 Program Recipient Coordination and Management Plan Update.

C. Runge presented the 2016 Green Bay Urbanized Area Section 5310 Program Recipient Coordination and Management Plan Update.

C. Runge indicated that in 2013, the Planning Commission approved the first recipient coordination and management plan for this program. Since then, on a yearly basis, staff has presented, and planning commission has approved various projects through this program. C. Runge stated that staff has updated and modified the plan, with the proposed additions underlined in green and the proposed deletions noted in red with strikethroughs. The most significant proposed addition to the document is set-aside funding for the specialized transportation mobility management program, which was recently approved for Green Bay Metro. C. Runge indicated that the program's organizers felt that a portion of the Green Bay Urbanized Area's annual Section 5310 Program funding allocation needs to be reserved for the mobility management program to provide some certainty that the program's existence will not be determined on a year-to-year basis, and the program's success will depend on its ability to attract and retain qualified staff. Staff is proposing setting aside 50% of the Section 5310 Program's project funding, which is the overall annual funding, minus the 10% set-aside for Green Bay Metro for administering the program.

C. Runge stated that along with the reasonable certainty amount of funding, there is a significant amount of accountability that goes along with this. Therefore, staff is proposing that the Mobility Coordinator be required to complete biannual reports. C. Runge briefly reviewed the reporting requirements that the Mobility Coordinator would be required to address. Staff is proposing that once those reports are completed that they be submitted to the BCPC Board of Directors, ADRC of Brown County and the City of Green Bay through Green Bay Metro. If the program isn't measuring up as it's supposed to, these six month reports will allow you to gage that and determine on a year-to-year basis if the set aside funding should continue.

Discussion occurred on measuring the biannual requirements of the Mobility Coordinator. C. Runge indicated that the requirements are based off of the Mobility Coordinator job description. The Mobility Coordinator will have to demonstrate basically two significant things in their report: the amount of outreach, amount of contacts, and activities that they're pursuing over that six-month period; and two, where the activity is occurring to ensure that the project is focused on the entire county, not just in the urbanized area.

A motion was made by G. Pahl and seconded by J. Botz to approve the 2016 Green Bay Urbanized Area Section 5310 Program Recipient Coordination and Management Plan Update. Motion carried.

5. Directors Report.

C. Lamine acknowledged C. Runge acting as chair at last month's Planning Commission meeting because the Planning Commission President and Vice-President were excused from the meeting. C. Lamine also stated that there was a problem with the mail system last month and that packets were delayed at the Green Bay post office.

C. Lamine indicated that the budget was adopted with no significant changes in terms of the Planning Commission budget. The 1% bonus for staff was changed to a 1% salary increase with an additional \$400 to the base salary to try to offset some of the additional costs to staff for insurance benefits. C. Lamine expressed appreciation to the Planning Commission's County Board members for voting in favor of the salary increase.

C. Lamine provided an update on the Planner I position that has been vacant since June of this year. C. Lamine stated that an offer was extended last week, and that he has received a verbal commitment from the applicant.

C. Lamine noted that a project he is working on with the County Executive and County Board is the Brown County STEM (Science, Technology, Engineering, and Math) Innovation Center. The intention is to locate a building on the county farm property/research park associated with UWGB. The County Board put \$800,000 in the budget for engineering, design and architecture for a 55,000 square foot building. The intention is to house a UWGB mechanical engineering program, the Einstein Project, and a business start-up space with access to high speed fiber optic. The UW Extension Office and Land Conservation offices would also relocate to this building. C. Lamine also noted that the County Executive is working on fundraising efforts for the building.

C. Lamine stated that he and C. Runge will provide an update on the Southern Bridge project at January's Planning, Development and Transportation Committee meeting.

C. Lamine noted that there will be a Planning Commission meeting in January. Staff will present the Brown County Bike and Pedestrian Plan Update for approval as well as hold a public hearing that night.

Lastly, C. Lamine thanked all members for their service on the Board and wished everyone a *Merry Christmas and Happy New Year*.

6. Brown County Planning Commission staff updates on work activities during the month of November.

Brown County Planning Commission staff updates on work activities during the month of November were reviewed.

7. Other matters.

B. Erickson mentioned that the shipping channels of the bay will remain open throughout winter all the way to Green Bay because the fuel tankers will be coming in. Use caution on

the ice for any recreational activities. For more information or if you would like some posters to put up in your communities, Town Halls, etc., contact Dean Haen at the Port of Green Bay.

8. Adjourn.

A motion was made by G. Pahl and seconded by A. Gauthier to adjourn. Motion carried.

The meeting adjourned at 6:55 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
January 4, 2017**

**December, 2016 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the November 2 Brown County Planning Commission Board of Directors meeting.
- Attended the Economic Development Committee Department Head meeting with County Executive.
- Presented Budget Adjustment Request and County Farm Development Update Report to Planning Development and Transportation Committee, County Executive and Administration Department staff on November 21.
- Facilitated staff meetings with Planning Division and PALS Manager Staff.
- Met with County Executive and various county representatives regarding potential improvements and development of the Brown County Research and Business Park.
- Prepared preliminary grant documents for funding of the STEM Innovation Center.
- Prepared for and participated in an EIS Lead Agencies meeting with WisDOT staff, and the County Principal Transportation Planner.
- Attended the December and Chaired the Brown County/Green Bay Professional Football Stadium District meeting December 5.
- Participated in two conference calls with the Principal Transportation Planner and WisDOT staff regarding the development of an economic impact model for the Southern Bridge project.
- Coordinated a Brown County Economic Development RLF loan review and coordinated a BCRLF Loan Committee meeting December 23.
- Completed two Brown County Economic Development RLF loan reviews.
- Prepared and conducted personnel evaluations for all Planning and Land Services (PALS) Department Managers. Evaluated personnel evaluations for all staff within the Department.
- Reviewed all annual reports, status of 2016 goals and establishment of 2017 goals for the PALS department.
- Conducted interviews for the Planner I position and completed recruitment of new Planner I Devin Yoder.
- Developed a letter and attended meetings advocating for the Human Resources Department to overturn their decision not to implement the budgeted and approved pay raises for the Planner I positions due to a court decision overturning a Presidential Executive Order regarding minimum pay for salaried positions under FLSA.
- Attended a Schmitt Park Neighborhood Association meeting the evening of December 12 to provide an update regarding the proposed Brown County Stem Innovation Center building.
- Met with UW Extension staff to discuss a process for integrating tenant needs into the design of the Brown County Stem Innovation Center building.
- Attended the Brown County board meeting the evening of December 21 regarding a Budget Adjustment Request to purchase a replacement Survey crew truck.
- Completed mandatory HIPAA Training.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Reviewed and prepared comments regarding the Draft 2016 Brown County Bicycle and Pedestrian Plan Update. Also discussed my comments with the County Senior Planner.
- Participated in a conference call with the County Planning Director and representatives of WisDOT and Transportation Economic Development Impact System (TREDIS) regarding the development of an economic impact model for the Southern Bridge Project. Also frequently corresponded with WisDOT staff to identify and develop the data needed to build the TREDIS model.
- Participated in a Southern Bridge Project EIS/IAJR Lead Agencies meeting with the County Planning Director and representatives of WisDOT and the Brown County Public Works Department.
- Chaired the December meeting of the Brown County Transportation Coordinating Committee (TCC). Also presented the Draft 2016 Section 5310 Program Recipient Coordination and Management Plan Update to the TCC and answered questions from committee members.
- Prepared a letter on behalf of the Brown County TCC regarding the committee's approval of Brown County's 2017 Section 85.21 grant application.
- Prepared the Draft 2016 Section 5310 Program Recipient Coordination and Management Plan Update to be presented to the BCPC Board of Directors. Also presented the draft plan update to the board and answered questions from board members.
- Prepared the Draft 2016 Section 5310 Program Recipient Coordination and Management Plan Update to be presented to the Green Bay Transit Commission. Also presented the draft plan update to the commission and answered questions from commission members.
- Prepared the approved 2016 Section 5310 Program Recipient Coordination and Management Plan Update to be sent to WisDOT, the Federal Transit Administration (FTA), and Green Bay Metro.
- Staffed a public information meeting for the Draft 2016 Brown County Bicycle and Pedestrian Plan Update with the County Senior Planner and Transportation/GIS Planner.
- Participated in a meeting with representatives of the City of Green Bay, Green Bay Area Public School District, and Live54218 to discuss bicycle and pedestrian planning efforts in the City of Green Bay in 2017.
- Conducted two interviews for the vacant Transportation/GIS Planner position with the County Planning Director. Also provided a planning orientation session to the new Transportation/GIS Planner and worked with the Brown County Technology Services Department to set up the new planner's computer system.
- Reviewed and commented on the Federal Highway Administration's (FHWA's) report regarding the MPO's planning certification review that was conducted in June of 2014.
- Prepared the MPO's approved 2016 Public Participation Plan to send to WisDOT, FHWA, and FTA.
- Participated in a WisDOT State Freight Plan stakeholder meeting at the Greater Green Bay Area Chamber of Commerce.
- Prepared written testimony for a WisDOT State Freight Plan public hearing on behalf of the Brown County Executive.
- Updated the Transportation section of the PALS Department's 2016 Annual Report.
- Completed a survey about skills that undergraduate planning students need to succeed as entry level planners.
- Conducted an MPO staff meeting.

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Processed purchase orders for the Northeastern Region CDBG-Housing Program and Brown County RLF-Housing Programs.
- Prepared four Environmental Review Records for proposed regional CDBG-Housing projects.
- Sent out CDBG-Housing or Housing-RLF applications to potential clients as requested.
- Updated individual obligation journals for housing rehabilitation loan projects when completed.
- Coordinated with a client, HQS inspector, and contractor to resolve a CDBG project issue.
- Created Regional RLF tracking journals.
- Coordinated with Brown County Purchasing to finalize procurement of HQS and title letter report services for the new CDBG-Housing grant.
- Created individual rehabilitation obligation journals for all completed CDBG-Housing and Brown County RLF-Housing projects.
- Continued collecting the background data on the Harbor and Boat Launch Study, funded with a Wisconsin Coastal Management Grant.
- Prepared and submitted a quarterly report and reimbursement request to Wisconsin Coastal Management for the Harbor and Boat Launch Study.
- Completed review and scoring of 2016 Wisconsin Coastal Management Program grant applications.
- Completed draft Chapter 6- Utilities and Community Facilities of the Village of Pulaski Comprehensive Plan Update.
- Began draft Chapter 4 – Economic Development of the Village of Pulaski Comprehensive Plan Update.
- Continued writing the Pulaski Park and Outdoor Recreation Plan as part of the Comprehensive Plan Update.
- Met with the Pulaski Water and Sewer Crew Leader, Public Works Crew Leader, Police Chief, Pulaski Tri-County Fire Chief, Pulaski Community School District Superintendent, and Pulaski Economic Development consultant regarding the Pulaski Comprehensive Plan Update.
- Completed a full draft of the Brown County Farmland Preservation Plan Update and submitted it to DATCP for preliminary review.
- Updated Town of Green Bay Farmland Preservation Plan areas.
- Presented the Brown County Rural Specialized Transportation Study to the Brown County Transportation Coordinating Committee on December 5.
- Met with the Town of Scott Zoning Administrator/Building Inspector regarding preparing the maps and charts for their comprehensive plan update.
- Assisted the Town of Glenmore Zoning Administrator with a zoning/land division questions.
- Completed annual evaluations for the Planner I – Housing and Senior Land Use / Natural Resources Planner.
- Assisted 74 members of the public or local communities with inquiries related to the CDBG-Housing program, local planning, zoning, or land division issues.



**The recent major planning activities of Dan Teaters, Senior Planner:**

- Brown County Bicycle and Pedestrian Plan
  - Made revisions based on internal review
  - Prepared a presentation for the Public Information Meeting
  - Held a Public Information Meeting (12/14/16)
- Certified Survey Maps (CSMs)
  - Began Review of 8 new CSMs
  - Completed review of 6 CSMs
  - Signed and filed 7 CSMs
- Plats
  - Preliminary Plats
    - Began review of 0 preliminary plat
    - Completed review of 1 preliminary plat
- ESA Amendments
  - Completed 1 ESA Plan Corrections
  - Received 1 ESA Amendment Application
  - 0 Site visits for ESA violations or amendments
- Site visit with WDNR, Army Corp. and Village of Allouez staff to identify the Ordinary High Water Mark and other ESA concerns on site. (12/9/16)
- Met with Brown County Public Works – Highway Dept. staff to discuss the MS4 permit. (12/19/16)
- Assisted 25 members of the public or local communities with inquiries related to natural resources and/or land division questions.
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Attended the Brown County Wellness Committee meeting on 12/28/2016
- Attended the Planning Department staff meeting on: 12/8/16 and 12/22/16

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Collected and analyzed data and wrote report regarding the performance of the Non-Emergency Medical Transportation (NEMT) service provided by the State of Wisconsin Department of Health Services (DHS). Created PowerPoint.
- Began research and data collection for a variety of projects outlined in the 2017 work program.
- Reviewed with Green Bay Metro staff the random selection survey data collection process to be carried out throughout 2017. This effort will fulfill a portion of the FTA's National Transit Database (NTD) reporting requirements.
- Presented the *Green Bay Metro Quarterly Route Data and Analysis, November 2016* edition to the Transit Commission.
- Participated in the Transportation Coordinating Committee (TCC) meeting on December 5. Presented report. Recorded and wrote minutes.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended webinar entitled *Moving from Transportation towards Mobility Management: Disparities, Data and Action*.
- Participated in the Green Bay Transit Commission meeting on December 21.

- Completed 4<sup>th</sup> quarter staff activity report.
- Participated in MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued to assist with the Land Information/Tax Collection System Replacement project. Reviewing & scoring proposals, various meetings.
- Continued to assisting Technology Services & Public Safety Communications with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks.
- Continued to assist Tech Services staff regarding a GIS Server upgrade project.
- Continuing to coordinate a 2017 aerial photo project with partners: Municipalities, utilities, neighboring counties, and other agencies.
- Continued to develop the new online mapping sites.
- Completed application for the 2017 Land Information Strategic Grant.
- Re-built the GIS database due to issues with performance. Upgraded server software and re-built the web services with faster links. This was a major project which consumed a lot of time this month.
- Performed more edits to the GIS database (new subdivisions, street additions/vacations, annexation, addressing, environmentally sensitive areas, etc.).
- Provided GIS data and other services for Ramaker & Associates, Bay Title & Abstract Inc, Black Knight Real Estate Data Solutions LLC, CRB USA, Business Lending Group, NEW Discount Realty LLC, St Vincent's Hospital, Mapbox, Ecology & Environment Inc., Wisconsin DNR, City of Green Bay, Green Bay Water Utility, City of DePere, Village of Pulaski, Village of Suamico, Village of Bellevue, Town of Eaton, Town of Humboldt, Town of Green Bay, Town of Scott, Town of Lawrence, Town of Ledgeview, Town of Rockland, Town of Pittsfield, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Todd Mead, Planner I - Housing:**

- Prepared and ordered three (3) interim site inspections for the Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and ordered one (1) interim site inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered two (2) housing quality standards (HQS) inspections for CDBG clients.
- Prepared and ordered two (2) final site inspections for CDBG clients.
- Prepared and ordered one (1) lead-based paint assessment test for a CDBG client.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Met with six (6) CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Opened two (2) new CDBG applications.
- Prepared and closed seven (7) CDBG Housing Rehabilitation Loans.
- Submitted and corresponded with four (4) bid documents to CDBG applicants for future rehab projects.
- Reviewed and prepared four (4) amendments of mortgage for existing CDBG clients due to final project closing adjustments.
- Prepared for and closed one Door County CDBG down payment home purchased loan.

- Attended Brown County Lead Paint Coalition meetings.
- Attended staff meetings.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

- Began to collect data and identify properties that were issued a certificate of occupancy along the I-41 Corridor between Freedom Rd and Main Avenue for 2012 to 2015. Created a draft map to display these developments.
- Brown County Bicycle and Pedestrian Plan.
  - Updated the mileage of bicycle facilities for each community.
  - Updated sidewalk gap analysis map for each community.
  - Assisted with the Brown County Bicycle and Pedestrian Plan Public Meeting on 12-14-16.
- Green Bay Metro Transit.
  - Analyzed and calculated total mileage for Metro's Full Service Routes, Limited Service Routes, and Game Day Service Routes.
  - Updated Route 7 map.
  - Updated Transit Guide pages as requested.
- Ongoing update of sidewalk data (number of curb ramp, municipality, status, type, etc.).
- Trained new Planner I on GIS operation and transportation database.
- Participated in the web seminar, "State-wide Pedestrian and Bicycle Miles Traveled: Can we estimate it?" on 12-13-16.
- Attended the Green Bay Active Communities Alliance meeting on 12-7-16.
- Participated in PALS staff meetings monthly as scheduled.

## **BROWN COUNTY TRAFFIC SAFETY COMMISSION MEETING MINUTES**

A regular meeting of the Brown County Traffic Safety Commission was held on Tuesday, October 11, 2016, at 9:00 a.m. at the Brown County Sheriff's Office.

<b>Present:</b>	Karl Ackerman	Chad Opicka	Dan Van Lanen
	Rachel Constine	Michael Panosh	Tom Witczak
	Peter Flucke	Dan Sandberg	Randy Wiessinger
	Dave Hansen	Andrea Schultz	
	Kimberly Hess	Bob Schuurmans	

### **I. Call to Order**

Chairman Sandberg called the meeting to order at approximately 9:00 a.m.

### **II. Approve Minutes**

Motion was made by Flucke and seconded by Witczak to approve the minutes from the July 2016 meeting. **Motion carried.**

### **III. I-41 Construction Update**

Schuurmans reported that everything is now open and the only thing left to do is some landscaping and other small projects. A construction project will start tomorrow at the ramp from Webster Avenue southbound to STH 172 westbound where there are a lot of rear-end crashes. There is also going to be access limitation at STH 57 and CTH K due to crashes at this area.

### **IV. Multi-Jurisdictional OWI Task Force Update**

Panosh stated that DOT has a contract with the Packers to be at the next two games with their "Choose Your Ride" vehicle for OWI awareness. The Speed Task Force is over now and will be replaced by the OWI Task Force and Seat Belt Task Force.

Ackerman stated there have been approximately 189 OWI arrests this year. The procedure has become more time-efficient, which puts the officers back on the road right away.

Panosh reported there have been 441 fatalities so far this year, which is above the five-year average and more than last year. Seventy-two were motorcycle fatalities, which is the same as last year. There have been 12 fatalities in Brown County so far this year.

### **V. BOTS Updates**

See above.

### **VI. Third Quarter Traffic Fatalities**

Sandberg reviewed the seven fatalities in Brown County for the third quarter:

07-11-16, CTH X at Glenmore Rd. (double)  
07-29-16, STH 57 at CTH K  
08-09-16, N. Ashland Ave. at Parkview Rd.  
08-23-16, CTH B and Corporate Way  
08-28-16, I-41 SB at Birchwood Rd.  
08-28-16, CTH NN at Bufka Ln.

Sandberg noted that two of the fatalities were teenagers who were not wearing a seat belt. He also stated that three of the motorcycle fatalities in Brown County this year were not wearing a helmet.

**VII. LE Technical Assistance to Increase Seat Belt Use Study**

Sandberg stated that Brown County is one of five pilot programs in the nation chosen for seat belt education as Wisconsin falls below the national average of 88% for seat belt use, at 86%. Sandberg stated he had the DEOs conduct a seat belt count at several locations and found only 79% wearing seat belts. Sandberg had seat belt education handouts made for distribution at businesses. He will also get banners made. For the second semester of the school year, he wants to get volunteers at the high schools to check for seat belt use by students at the entrances and exits for a period of 21 days (the amount of time it takes to build a habit). Maybe issue some kind of award to those who do wear their seat belts. Statistics show that seat belt usage is even lower for the 16-25 age range. He might also have the DARE program incorporate something into their classes. Also have banners put up at the schools. He also noted that minorities are less likely to buckle up kids. He also wants to put something out on Facebook.

**VIII. Citizen Appearances**

None.

**IX. Other Business as Allowed by Law**

Hess reported that the last car seat check of the year will be held on November 16, 2016, at Bergstrom in Green Bay.

Schultz reported that the Health Department is holding a public health event at Shopko Hall this Saturday, October 15, 2016.

Flucke talked about the Operation Frogger crosswalk pedestrian education safety guide. He also stated the Bike League has put out a "Smart Cycling" manual, which is available on their website ([www.bikeleague.org](http://www.bikeleague.org)). He stated a bicyclist education class will be held this coming spring.

Constine reported there will be a public meeting this week about changing the intersection at Ashland Ave. and Parkview Rd. where the fatality occurred in August.

Sandberg stated he is looking for a member of the medical community, preferably from the trauma field, to be on the Commission.

Sandberg will put together a case study for discussion at a future meeting reference the STH 57/CTH K fatal.

The next meeting was set for Tuesday, January 10, 2016, at 9:00 a.m., at the Brown County Sheriff's Office.

The meeting adjourned at 10:00 a.m.

Respectfully submitted,

Marsha Laurent  
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, December 21, 2016 at 4:30 p.m. at Austin Straubel International Airport, 2077 Airport Drive, Green Bay, Wisconsin.

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**PRESENT:** Chair Bernie Erickson, Jim Haskins, Duane Pierce, Delores Pierce, Joe Witkowski

**EXCUSED:** Ed Koslowski, Louise Dahlke, Tracy Rosinski

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**\*\*Running Total of Veterans' Certificates: 1778**

**1. Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 4:40 pm after the subcommittee viewed the Austin Straubel memorial exhibit.

**2. Invocation.**

**3. Approve/Modify Agenda.**

Motion made by Jim Haskins, seconded by Duane Pierce to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Approve/Modify Minutes of November 15, 2016.**

Motion made by Duane Pierce, seconded by Joe Witkowski to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**5. Budget Status Financial Reports for September and October, 2016.**

Chair Erickson explained that some of the remaining funds will be carried over to next year.

Motion made by Jim Haskins, seconded by Delores Pierce to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**6. Update re: Honor Rewards Program.**

CVSO Jerry Polus reported there are currently 80 businesses enrolled in the program and over 100 cards have been sent out to veterans. He said people who are not residents of Brown County can still take advantage of discounts and offers by participating businesses by using one of the approved identification cards. He would like businesses who have not signed up yet to be contacted again in early spring to see if there is interest.

**7. Update re: 2017 Veterans' Appreciation Day at the Brown County Fair.**

The date of the event was discussed and it was indicated that Sunday would be \$5 admission day so if veterans were to bring additional family, it would be more cost-effective for them. Erickson said this will be discussed again at next month's meeting so a decision can be made as to whether to hold the event on Saturday or Sunday. Polus also said a decision should be made at the next meeting as to who we want to recognize at the Fair. His recommendation would be to recognize Purple Heart recipients and disabled veterans and the subcommittee thought this was a good idea. Erickson said he can order dog tags similar to what was passed out at this year's event and Polus said he could try to get a count of DAV members and Purple Heart members to get an idea of how many to order. Witkowski felt it should be more specific as to one group rather than multiple groups. This is something that can be discussed in greater detail at the next meeting.

Polus also informed that he has contacted the Navy Band and has an application to apply for them to come, but he was advised that the application should not be submitted until after the first of the year. He said the band does not charge a fee, but Polus thought it would be beneficial if we could offer them something.

**8. Possible update re: Veterans Day events.**

Erickson said he, Haskins and Witkowski attended the event at the VFW in Howard and they were running a raffle while they were there and it was very busy. He explained to them that this group does not have the manpower anymore to go out and get all of the prizes. Haskins felt the event went well, and everyone seemed to appreciate the copies of the newspaper article that were available. Witkowski said the event was very busy and somewhat cramped. Polus said he was on Channel 2 that morning and they were very good about listing the events and businesses that had specials for Veterans Day.

**9. Report from CVSO Jerry Polus.**

Polus informed that he, Supervisor Schadewald and County Executive Troy Streckenbach attended a tailgate party event at the Veterans Manor recently and it was a very nice event.

Polus also reported that he had met recently with the wife of a veteran who works at the Volunteer Center and he would like to invite her to a future meeting as she is developing a program called Veterans Helping Veterans. She is looking for volunteer veterans who would be willing to help other veterans with things like yard work or snow removal, or just visiting with them. Polus feels this group may be able to help with this and we can hear more about this at a future meeting.

**10. Comments from Carl Soderberg.**

Erickson said that unless Soderberg is hired by Mike Gallagher, we probably will not be seeing him anymore. Polus said he would like to make contact with Mike Gallaher to make him aware of the programs that are offered in Brown County as well as what the role of this subcommittee is.

**11. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce, Rosinski & Witkowski).**

-Erickson read a note to the group from Tracy Rosinski. Rosinski has resigned from the subcommittee at this time but said the group could still reach out to her if there is support that she may be able to provide. The group was sad to see her leave and indicated that they would welcome her back in the future.

-Haskins read an article about the Food For Thought Lunch Series and indicated that John Maino will be sharing stories from his books at the next meeting. This is being sponsored by Ryan Funeral Home.

-Pierce reported that Shoots in Suamico will be holding a meat raffle on January 7 at 2:00 pm.

-Witkowski read an ad that says the flag at Ryan Funeral Home will be flown in honor of Victor De Cleene in the month of December. He also commented that reporter Jeff Flynt will be the new Deputy Executive for Brown County and he felt there may be a possibility to utilize him for things like news releases. Witkowski also wished the group a Merry Christmas. Erickson also wished the group a Merry Christmas and a prosperous new year and thanked the Subcommittee for their work throughout the year.

**12. Such Other Matters as Authorized by Law. None.**

**13. Adjourn.**

**Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:15 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary



## **BROWN COUNTY COMMITTEE MINUTES**

- **Harbor Commission (November 14, 2016)**
- **Housing Authority (December 19, 2016)**
- **LEAN Steering Committee (December 1, 2016)**
- **Mental Health Ad Hoc Treatment Committee (November 30, 2016)**
- **Neville Public Museum Governing Board (January 9, 2017)**
- **Planning Commission Board of Directors (December 7, 2016)**
- **Traffic Safety Commission (October 11, 2016)**
- **Veterans' Recognition Subcommittee (December 21, 12016)**

**To obtain a copy of Committee minutes:**

**[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**